

News Update Newsletters for 2019

This document includes all the News Updates issued during 2019.

- Issues are listed with newest first (December to January)
- Point your mouse anywhere on the document, the menu will appear at the top
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electionselearning@michigan.gov



Michigan Bureau of Elections
News Update
for Election Administrators

December 16, 2019

AVCB Tabulator Funding

The application for funding for absent voter counting board tabulators is now available.



The Legislature appropriated \$1 million for the purchase of tabulators in an effort to encourage the use of absent voter counting boards (AVCB). In order to support as many jurisdictions as possible, the Bureau of Elections will cover 50 percent of the cost of purchasing a tabulator. Any additional costs such as software, modems, and other components will not be covered. Jurisdictions that have already purchased a tabulator in 2019 for the purpose of an AVCB may also submit an application to be considered for reimbursement. Jurisdictions that wish to purchase an additional tabulator for an existing AVCB may also apply, but will not be given highest priority. As there is limited funding, high-speed tabulators will not be eligible for cost share or reimbursement.

The money will be spent on a first come, first serve basis. In order to receive funding, jurisdictions must agree to use of a permanent absent voter application list (if not using one already), commit to using an AVCB for all even-year primary and general elections, and commit to pay 50 percent of the cost of the tabulator and the full cost of all additional components (including maintenance after the first five years).

Review the [AVCB Information Sheet](#) for answers to basic questions regarding using an AVCB and what is required.

To apply, complete the [AVCB Tabulator Funding Application](#). All applications must be submitted by January 10, 2020. We will process applications in the order they are received until funding is exhausted.

IN THIS ISSUE

- AVCB Tabulator Funding
- Line Study Report
- Happy Holidays
- QVF Refresh Update
- County Clerks - Ballot Administration Due
- New Accreditation Classes Scheduled
- BOE Question of the Week

QVF Refresh Update



QVF Release for December 13, 2019, is as follows:

Presidential Primary Software changes

- **EPB Download.** Added EPB Export Ballot Types to the Ballot Setup screen
- **AV Details.** Added date ranges for alternate and mailing addresses for voter application(s) and ballot(s) to be recorded for the appropriate election dates.

Line Study Report

The Bipartisan Policy Center (BPC) and MIT have released their report, [The 2018 Voting Experience: Polling Place Lines](#). Many Michigan

jurisdictions participated in the line study in November 2018 and provided data for this report. In fact, we were by far the best-represented state in the report; there is even special recognition of Metz Township in Presque Isle County for being the smallest jurisdiction to participate. The report concludes that long lines are not the norm for most voters, but when they do occur, the wait can be well over the 30-minute maximum recommendation.

The report highlights how resources affect polling place lines. A few key points:

- The ability to expand the number of voting booths available to voters can reduce lines. Remember, the Bureau of Elections recommends at least one voting booth for every 80-100 registered voters in high turnout elections.
- Lines are more likely to occur before the polling place opens, which means it can take election inspectors time to catch up. Consider using dual ePollbooks (at minimum) at the beginning of the day to alleviate the morning rush.
- Polling places in urban areas or with a high concentration of rental properties experience longer lines. To manage lines better in these polling places, we recommend utilizing a Help Desk to assist voters that have moved, who need to register with the local clerk, or who have other status codes that may appear in their voter registration record.

The BPC/MIT report provides valuable insights into the election experience. As these researchers gather data over time, their analysis improves. Thank you for continuing to be a part of that process.



County Clerks - Ballot Administration Due Jan. 3

Ballot Administration due no later than January 3

The QVF Ballot
Administration deadline for the March 10, 2020, Presidential Primary is **January 3**. Meeting this deadline is critical to ensure that city and township election officials can access their assigned election administration tasks for voters participating in this election.

Please refer to eLearning by searching for the key words [ballot administration](#) for the manual and training video. Once all full-term, partial term and proposals are entered and marked complete at 100 percent statewide, we will enable the MOVE Ballot and the Michigan Voter Information Center (MVIC) website.

Please be sure to mark "offices on ballot complete" and "candidates complete" under both the full and partial-term tabs, even if you do not have anything on the ballot. Bureau of Elections staff will enter the presidential primary candidates when the list is final.

Thank you in advance for completing this task promptly.

Happy Holidays

The Bureau of Elections wishes you all a wonderful holiday season. We thank you for your engagement this year as we work through the changes of Proposal 18-3. Your dedication shows and we are confident you're prepared for 2020.



Enjoy your time with friends and family and recharge those batteries.

BOE will be closed for the holidays on December 24, 25, and 31, and January 1.

News Updates will resume in 2020.

New



Accreditation Classes Available

Two sessions of [Election Officials' Accreditation](#) for new clerks have been scheduled as follows:

January 23 & 24; Delta Township Hall near Lansing

January 30 & 31; Delta Township Hall near Lansing

The first day of each class will be from 10 a.m. to 4 p.m. and the second day from 9 a.m. to 1 p.m. This in-person class is one part of the [Initial Accreditation Curriculum](#) found in the eLearning Center.

All new clerks are required to attend the one and a half day in-person class as part of the initial curriculum.

Other new election officials are also welcome. This class is only for people who haven't previously been accredited. Registration is required via the eLearning Center.

BOE Question of the Week:



What is the Polling Place Greeting Application?

Answer: In our Train the Trainer training sessions, we've been highlighting the QVF Polling Place Greeting Application for use in line management in the polling place. While instructions are being updated for the minor Refresh changes, the

[Polling Place Greeting](#)
[Application Guide](#) can
provide you with full details.

Have a question you'd like
to see in the Question of the
Week? Send it to
Elections@Michigan.gov.

Helpful Links



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Michigan Bureau of Elections
News Update
for Election Administrators

December 9, 2019

Presidential Primary Ballot Order

Presidential Primary Ballot Order

When determining the number of ballots to order for the administration of the Presidential Primary, you must make two decisions:



1) **The total quantity of ballots** your jurisdiction needs; and

2) **How the ballot quantity total should be divided** between the two-or three-ballot types needed by the jurisdiction. (Note: You do **not** need to order an equal number of Democratic Party ballots, Republican Party ballots and special election ballots for "No Party Declaration" voters.)

Turnout in this presidential primary could be difficult to project given that the Republican Primary includes a small number of candidates (with an incumbent president), while the Democratic Primary includes a large number of candidates with no incumbent. Additionally, Michigan has already received a lot of attention and we expect this attention to grow and intensify as 2020 unfolds, with both major parties prioritizing the state. You should still look to turnout in the 2016 Presidential Primary election to help guide your decisions, but because the length of the candidate lists is opposite of what occurred in 2016 and there is an incumbent running, you may also want to utilize the turnout numbers in your jurisdiction in the 2016 or 2018 August Primary elections as well.

Note, the statewide turnout for the 2016 Presidential Primary was 35 percent and some jurisdictions ran out of or ran very low on ballots.

IN THIS ISSUE

- Presidential Primary Ballot Order
- Precinct Boundary Changes Due
- QVF Refresh Update
- Where Did Voters Register to Vote in November?
- BOE Question of the Week

QVF Refresh Update



QVF Release for December 6, 2019 is as follows:

Presidential Primary AV Application.

- The Presidential Primary dual AV application is available.
- Ballot Type [Democratic (D), Republican (R), Local Ballot (L)] tracking is fully available in AV Scan and AV Details.

Precincts and Polling Locations. Corrected issue where polling locations could not be assigned.

Voter Details. Removed school precinct from Voter Details Report.

We offer the following suggested formulas to assist with the above decisions. While we offer the formulas as general guidance on these matters, we strongly emphasize that the county is solely responsible and accountable for all ballot ordering decisions. If there are any unique or unusual circumstances that could impact the quantity or type of ballots needed by a jurisdiction, it is important that the county give full consideration to these factors and adjust the suggested formulas as appropriate.

- **Estimating total ballot quantities:** When estimating the number of ballots needed by a jurisdiction, start with the turnout in the jurisdiction for the March 8, 2016 Presidential Primary and **increase the largest turnout number by at least 25 percent**. Increase the quantity by more than 25 percent if deemed necessary.
- **Determining how the ballot quantity total should be divided by ballot type:** When determining the number of ballots to order, careful consideration must be given to the partisan composition of the jurisdiction and the anticipated number of voters participating in the special election only (if the jurisdiction is conducting any local elections in conjunction with the Presidential Primary). As a starting point for estimating the number of Republican Party ballots which will be needed, take the total Republican Party turnout in the jurisdiction for the March 8, 2016 Presidential Primary, or the turnout statistics for Republican candidates in the respective election you are utilizing, and **increase this figure by at least 25 percent**. Take the total Democratic Party turnout in the jurisdiction for the March 8, 2016 Presidential Primary, or the turnout statistics for Democratic candidates in the respective election you are utilizing, and **increase this figure by at least 25 percent**.

Increase the party turnout figures by more than 25 percent if deemed necessary.

- Also keep in mind – costs attributable to the Presidential Primary are reimbursable. Note, however, that costs for a third “No Party Declaration” ballot for use with the local special elections only are **not** reimbursable. We cannot over-emphasize the importance of having enough ballots on Election Day; of course, having too many ballots is much preferred over having too few. However, please do not order an



Register to Vote in November?

We've created a [map](#) to show the location of where voters registered before the 2019 November Consolidated Election by jurisdiction. All registrations are included, even those who did not vote in November. The statewide total for Election Day was 1,135 out of a total of 2,174 registrations for this election cycle. As you can see from the [map](#), the majority of communities that had an election in November had voters register on Election Day.

BOE Question of the Week:



This week we have a question for you! Do you maintain a permanent AV List?

Answer:

We want to help voters by telling them whether you maintain a permanent AV list or not on the Michigan Voter Information Center (MVIC) website. As requested in a previous News Update, please assist us by completing the **Maintains Perm AV List** dropdown in the **Clerk Contact** section of the QVF to communicate whether your jurisdiction maintains a permanent AV list or not and select save. Your response is appreciated no later than **Friday, December 13, 2019**.

unreasonable amount, such as 200 percent of your registered voters. We will only reimburse for a reasonable number.

Precinct Boundary Changes Due January 7

Pursuant to Michigan election law, the boundaries of all precincts that will be used to administer the March, May, August and November elections in 2020 must be **finalized by a resolution** by the local election commission no later than January 7, 2020.



Any precinct with more than 2,999 active registered voters must be split at this time. Precinct boundary alterations made by the January 7, 2020 deadline must go into effect no later than February 6, 2020. (MCL 168.661(2)).

If your jurisdiction alters any precinct boundary, please submit the following: 1) a copy of the election commission resolution authorizing the precinct boundary alterations; 2) a copy of the jurisdiction's current street index, marked to show the changes; 3) a map of your old (current) precinct boundaries; 4) a map of your new (proposed) precinct boundaries; 5) a written description of your new precinct boundaries, and; 6) a list of your new precincts along with the corresponding polling location. Please include the name of the building and the address of each polling location. Mail, fax, or e-mail to the attention of Nicholas Daum, Bureau of Elections, PO Box 20126, Lansing, MI 48901-0726. Email: DaumN1@michigan.gov. Fax: 517-636-6133.

The information will be used to ensure that the Statewide Street Index is properly coded for your city or township. Updating the QVF street index with new precinct boundary information requires a tremendous amount of Bureau of Elections staff time and effort. Please submit your precinct boundary change requests to the BOE **as soon as you possibly can** to ensure that we are able to process the numerous expected requests in a timely manner.

For more information on precinct boundary alterations, review the online course "[Voting Precincts & Polling Locations](#)" or [Ch. 14 - Establishing Voting Precincts and Polling Places of the Election Officials' Manual](#).

Thanks in advance!

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links





Michigan Bureau of Elections
News Update

for Election Administrators

December 3, 2019

Online Voter Registration is Live

We are pleased to announce that the Online Voter Registration website is now available and can be found at www.Michigan.gov/Vote by selecting the “Register to Vote” option located on the left panel of the page. The tool can also be reached directly by going to www.Michigan.gov/VoterRegistration. Residents across the state can take advantage of this convenient way of registering to vote. Current voters can easily change their address using this website.

Registering to vote has never been easier and can be accomplished by navigating five easy screens:

- Welcome screen
- Qualifications
- Personal information
- Address
- Congratulations screen with receipt option

To use this convenient website, visitors must currently have a Michigan Driver’s License or Personal Identification Card and qualify to vote in the state of Michigan (i.e., citizen, age, residency).

New registrations and changes of addresses will be passed to the Qualified Voter File (QVF) in real time! Because the online registration system requires the voter to provide all information necessary for voter registration and uses the voter’s electronic signature (already on file with the Secretary of State), there will be no need to track down voters who have provided incomplete forms. The site also enables (but does not require) voters to provide their e-mail address or phone number, which we will expect will result in more voters providing this contact information to clerks. Your Inbox and the Voter Registration History tab

IN THIS ISSUE

- Online Voter Registration is Live
- November Election Data Series #3
- Updated on March/November AV Applications
- Presidential Primary Series
- BOE Question of the Week

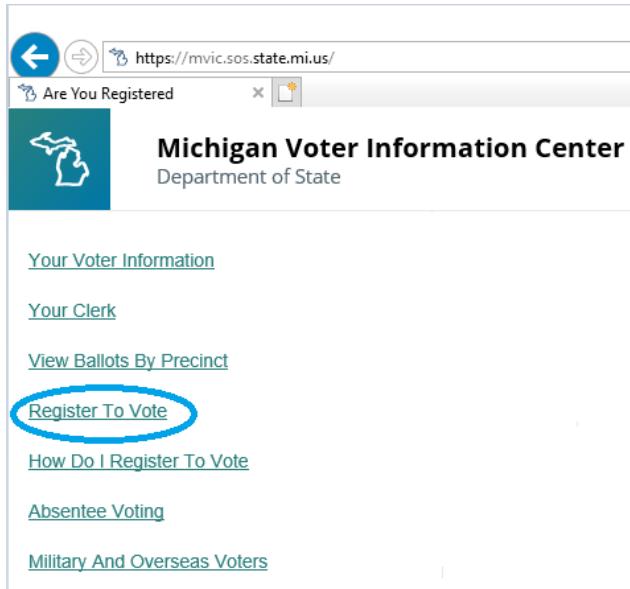
Update on March/November AV Applications

Last week the Bureau provided guidance on the requirements of the Michigan Election Law regarding AV applications for March— specifically, that a March/November dual application is required. The online application published by the Bureau of Elections reflects that guidance.

Since that guidance was issued, we have heard several clerks express the concern that they were already well into their preparation for the March presidential primary, and the timing of the guidance would make it difficult for clerks to administer a required dual application for March. Although the Bureau’s view on the requirements of the Michigan Election Law is unchanged, for this election the Bureau will not be directing clerks to cease

will display the user name "MVIC" as the source of these transactions.

The website utilizes responsive design meaning that it can be used on any computer, tablet, and smart phone. We encourage you to share information about this tool and promote its use. Additional features will be added in 2020.



The screenshot shows the Michigan Voter Information Center website at <https://mvic.sos.state.mi.us/>. The page title is "Michigan Voter Information Center" and it is part of the "Department of State". The main menu includes links for "Your Voter Information", "Your Clerk", "View Ballots By Precinct", "Register To Vote" (which is circled in blue), "How Do I Register To Vote", "Absentee Voting", and "Military And Overseas Voters".

If you experience or if voters report any errors or problems using Online Voter Registration, please promptly report those issues to Elections@Michigan.gov.

November Election Data Series #3

This is the third in a series of data sharing communications with a summary of the voting activity for the Nov. 5, 2019 election. These statistics are current as of Nov. 20.

The statistics show a slight increase in turnout and a significant increase in the percentage of votes that are cast absentee, rather than in precinct. This is consistent with previous findings in the May and August elections. Clerks should prepare for a significant increase in absentee ballots in 2020 elections.

using March-only applications if clerks have already developed those applications. If clerks receive applications from voters that don't include the dual application, clerks should not reject those; clerks may accept either March-only or March/November applications. We will have further direction on the required August/November dual application well in advance of when those applications should be prepared for that election cycle.

Presidential 2020 Primary

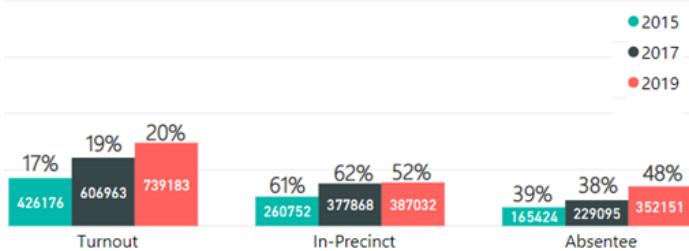
The following is the third in a series of articles regarding the March 10, 2020 presidential primary.

Mailing AV Applications

Many of the state's permanent absentee voters spend their winters in another state. This will require some extra effort when it comes time to send their AV application for the Presidential Primary.

Things to note:

- The use of bulk mail permits will not allow mail to be forwarded
- AV applications are forwardable mail. You should consider removing any "return to sender" information printed on your AV application envelopes
- Mail permanent AV applications a week or two



earlier than your normal time frame

- Emphasize to the voter the need for a proper mailing address on the application. Ballots are not forwardable mail.
- Process returned mail with care and as soon as possible upon its return

Use the communication channels available to your jurisdiction to communicate with these voters now (including e-mail addresses and phone numbers). Encourage them to plan ahead by using your website, social media, or printed media options (newsletters, tax inserts, water bills, etc.).

New AV Envelopes

Given the change in AV envelopes for 2020, the Bureau of Elections has created an insert that may be used to inform voters that they will see a new AV envelope when they receive their ballot. The [AV application insert](#) can be found in the [eLearning Center](#).

Frequently Asked Questions

The following guides have been created for the 2020 Presidential Primary to assist in answering the questions of clerks and voters.

- [Questions and Answers: Michigan's Presidential Primary - for voters](#)

- [Election Official Questions and Answers: Michigan's Presidential Primary](#)

Website

Visit the BOE's [2020 Presidential Primary Information](#) webpage for additional information on the conduct of the March 10, 2020 Presidential Primary.

**BOE
Question
of the
Week:**



***Is it too late
to register for Train the
Trainer?***

Answer: No - space is still available in most sessions. If you're a jurisdiction with more than 10,000 in population and train your election inspectors or a county clerk/staff member required by law to conduct training, sign up in the [eLearning Center](#) today.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links





Michigan Bureau of Elections
News Update
for Election Administrators

November 27, 2019

Special News Update - Dual AV Application

The Bureau of Elections has received several questions related to Monday's News Update and the planned March/November dual AV Ballot application. We understand that in prior years, local jurisdictions have used single applications for the March and August primaries, and for some the dual application will be a change from past practice.

The dual application is required by Michigan Election Law. Specifically, [MCL 168.759](#) allows voters the choice to use an AV application to request either a ballot for a primary election or for a primary election and the election that follows. That means that voters requesting a ballot for the March Presidential Primary have the right to an application that also allows them to apply for the November presidential election that follows. The same is true for the August Primary and November General election. If we do not offer an application with both the March Primary and November General election as options for the voter, we have taken that choice away from the voter, which is contrary to what the statute requires.

It is therefore the Bureau's position that the statute requires us to give the voter the option to apply for both the March and November ballot via a single application, as well as a dual application for August and November. To our knowledge, the issue of whether a dual AV application (March/November OR August/November) is required by law was not raised in the past, but this specific question was posed to us earlier this year as we considered changes to the AV application as a result of Proposal 18-3. While Proposal 18-3 does not speak to this question specifically, we reviewed legal requirements for AV applications as part of our efforts to transition to no-reason AV.

We cannot provide either an AV application form or guidance to local election officials that we see as contrary to the Michigan Election Law. Therefore, the online AV

application available on our website and through QVF will remain as described in Monday's News Update. Updated applications will be posted prior to the May 2020, August/November, and November election cycles.

Further, we would like to emphasize that this section of Michigan Election Law (along with all of the reforms that came with the passage of Proposal 3 last year) reflects a consistent, overall objective of providing the utmost flexibility to voters in requesting and obtaining an absentee ballot. Providing an option now for voters to request ballots for multiple elections provides for that level of greater convenience and flexibility; providing it again as we prepare for the August 2020 primary will provide additional opportunities to ensure the greatest possible level of voter participation. Following the August 2020 primary, a November-only AV application will be available. While any change we undertake may also require adjustments to other processes, there are workable solutions to every scenario.

We have worked well together to implement many recent changes and have been successful in doing so with an emphasis on doing what is best for the voters. As we move into our preparations for the March Presidential Primary, please also refer back to the details in Monday's News Update on handling exception situations – and let us know if there are other issues that you experience moving forward for which you need further clarification and guidance. Finally, please know that these changes have been thoroughly researched and discussed. While we all know that implementing change can be challenging, let's continue to work together to evaluate and communicate any issues we are facing as they arise.

Sally Williams
Director of Elections

Jonathan Brater
Legal Policy Director

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections

News Update

for Election Administrators

November 25, 2019

Jonathan Brater Named as New Director of the Bureau of Elections



Today Secretary of State Jocelyn Benson named Jonathan Brater as the incoming Director of the Michigan Bureau of Elections. Brater will begin Jan. 2, following the retirement of current director Sally Williams. He began work with the Department of State in January, and has worked closely with the Bureau of Elections all year on several important priorities as the Secretary of State's Legal Policy Director. In particular, Jonathan has coordinated the Department of State's work with the Secretary's Election Modernization Advisory Committee and Elections Security Advisory Commission and has overseen the implementation of Proposal 3, Automatic Voter Registration and Online Voter Registration. Previously, he served as counsel for the Brennan Center's Democracy Program, a non-partisan nonprofit, where his work focused on modernizing elections in partnership with secretaries of state around the country. A nationally recognized expert on voter registration law and policy, he graduated cum laude from the University of Michigan Law School, where he served as executive editor of the Michigan Law Review.

"Throughout his career Jonathan has demonstrated his commitment to secure, non-partisan election administration," said Benson. "His deep expertise of elections practice nationally and in Michigan will be of tremendous benefit to the state."

Brater, an Ann Arbor native, was selected after an open application process that began shortly after Williams announced her retirement earlier this month. Williams, who also participated in the selection of her successor, said: "It has been a pleasure to work alongside Jonathan this year, and I'm thrilled to see someone with his skills and expertise continue the important work of leading the Bureau during

this critical time." Williams will work with Brater through the end of the year to ensure a smooth transition.

"I'm honored to serve as Director of Elections and look forward to working more closely with our local election official community to further strengthen our close relationship in administering Michigan's elections," said Brater. "Our staff stand ready to ensure smooth and secure elections in 2020 and beyond, and we will work in partnership with our clerks and their staffs to do so."

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Michigan Bureau of Elections
News Update
for Election Administrators

November 25, 2019

Presidential Primary Series

2020

The following is the second in a series of articles regarding the March 10, 2020 Presidential Primary.

March/November AV Ballot Application

The Michigan Election Law provides that voters who fill out an application for an absent voter ballot for a primary election can at the same time apply for the general election that follows the primary. Accordingly, the AV application that clerks provide for the March primary **must include** an option to apply for both March and November.

Some clerks have asked about what will happen if a voter applies for March and November and then moves between March and November (an issue that can also occur with the August/November application). The following scenarios are possible:

(1) A voter moves within the city or township and updates the voter registration address before ballots are mailed out. In this instance, the clerk should mail the November ballot to the voter's new registration address.

(2) A voter moves to a different city or township and updates the voter registration address before ballots are mailed out. In this instance, the November AV ballot request is cancelled and the voter will have to apply for an AV ballot with his or her new clerk.

(3) A voter moves within the city or township but does not update the voter registration address before ballots are mailed out. In this instance, a voter has two options.

- First, the voter can re-register at his or her new address through Election Day at the city or township clerk's office. The clerk will verify in QVF that the AV ballot that was sent to the voter's old

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- November Election Risk Limiting Audit Pilots
- BOE Question of the Week

QVF Refresh Update



QVF Release for November 15, 2019 is as follows:

Clerk Contacts. Provided a drop-down field for the "Maintains Perm AV List" on the Contact Info tab so that a clerk can definitively state yes or no.

AV Details. Allow for ballots returned after the election to be marked as undeliverable and rejected for a variety of reasons instead of auto rejected.

Inspector. Defaulted the Student Gender field to "Select Gender" instead of having a default.

Reports. Showing school district name for Precinct

address has not been returned and voted before registering the voter. The voter can then cast an AV ballot at the clerk's office or go to the polling place on Election Day.

- Second, the voter can go to their old polling place on Election Day, update his or her address within the city or township, sign the Affidavit of Lost or Destroyed Absentee Ballot and vote at the polling place.

(4) A voter moves outside the city or township but does not update the voter registration address before ballots are mailed out. In this instance, the voter can re-register at his or her new address through Election Day at the city or township clerk's office. The clerk will verify in QVF that the AV ballot that was sent to the voter's old address has not been returned and voted before registering the voter. The voter can then cast an AV ballot at the clerk's office or go to the polling place on Election Day.

The Bureau of Elections is developing communications to voters who may be in any of these situations. The instructions on the new absent voter ballot application include a notice to voters who may be moving in between March and November, explaining their options. The Bureau is also planning a communication to voters who have requested a March/November ballot and move after March; this could include a special notice on the voter information card the voter receives when his or her registration is updated to reflect the address of the new jurisdiction. As always, it is important to review the procedures for voters who are applying to register to vote or applying to vote when an absent voter ballot has already been sent to that voter.

Finally, communicating with and processing March/November applications for voters who move between elections may result in some additional costs and time, but please keep in mind that the dual application also increases efficiency for many voters. Each voter who applies for a March/November ballot and does not move (or who moves within a jurisdiction) needs only to complete a single AV application instead of two. This means less processing time in clerk's offices for voters who would otherwise be applying for an AV ballot in the busy season leading up to November 3. It also means that jurisdictions with permanent AV application lists will have to send out fewer AV applications prior to November. If you have any additional questions or concerns, please email Elections@Michigan.gov

List when report input is set to the school district.

**BOE
Closed**



Thurs/Fri

The Bureau of Elections will be closed this Thursday and Friday for the Thanksgiving Holiday.

We hope you enjoy a well deserved break to enjoy time with your family and friends this holiday.



**November Election
Risk Limiting Audit
Pilots**

The next round of risk limiting audit pilots have been scheduled. Risk limiting audit (RLA) pilots will be conducted to verify the November election results of the City of Clio, Kalamazoo RESA, City of Kalamazoo, St. Joseph ISD, Michigamme Township, City of Rochester Hills, and City of Lansing.

An RLA is a comprehensive check that uses statistical methods to confirm whether reported election results are correct and to detect possible anomalies whether from error or possible manipulation that may need further scrutiny. In the pilots, ballots will be randomly selected based on a mathematical formula to confirm that the ballot tabulators tallied them correctly.

Other Forms

Print vendors are in the process of creating the approved forms for the Presidential Primary. The following forms must be used specifically for the Presidential Primary:

[Absent Voter Ballot Application](#)

[Application to Vote](#)

[Ballot Marking Instructions](#)

QVF Permanent AV List

Please respond to the **Maintains Perm AV List** dropdown in the **Clerk Contact** section of the QVF to communicate whether your jurisdiction maintains a permanent av list and select save. This is necessary as we will be using this information to assist voters on the Michigan Voter Information Center (MVIC) website. Your response is appreciated no later than **Friday, Dec. 6, 2019**. Thanks in advance.

The screenshot shows the 'CLERK CONTACT' form. At the top, there are tabs for 'CONTACT INFO', 'ROLES', 'ADDRESSES', 'MAP', and 'HOURS / LOCATION'. The 'CONTACT INFO' tab is active. Below the tabs, there are fields for 'TITLE' (set to 'CLERK'), 'FIRST NAME', 'LAST NAME', 'BUSINESS ADDRESS LINE 1', 'BUSINESS ADDRESS LINE 2', 'CITY', 'STATE', 'ZIP', 'PHONE NUMBER', 'EMAIL', 'COUNTY' (set to 'ONTONAGON (66)'), 'JURISDICTION' (set to 'BOHEMIA TOWNSHIP (09460)'), 'EFFECTIVE DATE', 'MODIFICATION DATE' (set to '9/18/2019 2:38:58 PM'), and 'FAX NUMBER'. A dropdown menu labeled 'MAINTAINS PERM AV LIST' is open, showing 'SELECT' as the current value. At the bottom of the form, there are buttons for 'CLERK CONTACT DETAILED REPORT', 'ADDRESS LABEL', 'SAVE' (which is highlighted with a red box), and 'CLOSE'.

November Election Data Series #2

Here is a summary of the types of ballots cast by voters for the November 5 Election. This information was found in QVF as of 4:00pm on Nov. 20. The data suggests that voters registered on Election Day were slightly more likely

The Michigan pilot process began in December 2018, and pilots have been conducted after every election in 2019 as we work toward state-wide pilots in 2020. Our report [A Review of Robust Post-Election Audits](#) was just released by the Brennan Center, highlighting the November 2018 pilot experience.

The upcoming pilots will be held as follows:

Dec. 5, 2019 at 9 a.m. - St. Joseph ISD Election - St. Joseph County Intermediate School District, 62445 Shimmel Rd; Centreville

Dec. 5, 2019 at 9 a.m.. - Kalamazoo RESA/City of Kalamazoo Election – Oshtemo Township Hall, 7275 W Main St.; Kalamazoo

Dec. 19, 2019 at 9 a.m. - City of Rochester Hills Election - Rochester Hills City Hall, 1000 Rochester Hills Dr.; Rochester Hills

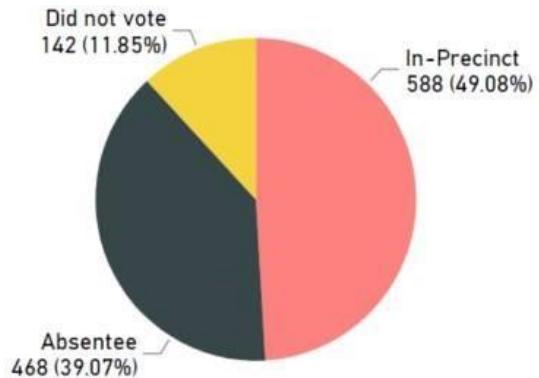
Dec. 19, 2019 at 1 p.m. - City of Lansing Election = Lansing Elections Unit, 2500 S Washington Ave; Lansing

The pilots are open to the public, and we encourage county and local clerks to attend.

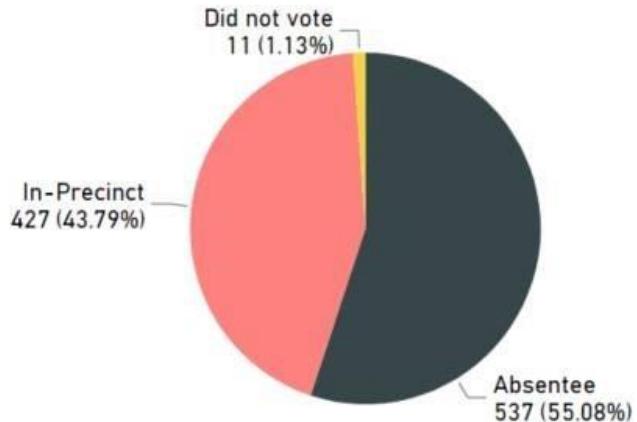
The City of Clio and Michigamme Township pilots will be part of presentations at county clerk association meetings and only open to attendees.

to vote by absentee ballot than those who registered in the 14-days preceding the election.

Registrants Within 14 Days Prior of the Election



Election Day Registrants



1,346 new voters registered and voted within 14 days of or on Nov.5.

BOE Question of the Week:



I need to replace my laptop for ePollbook. What system specifications do you recommend?

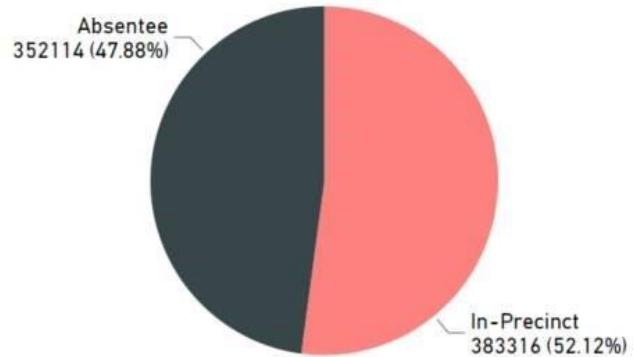
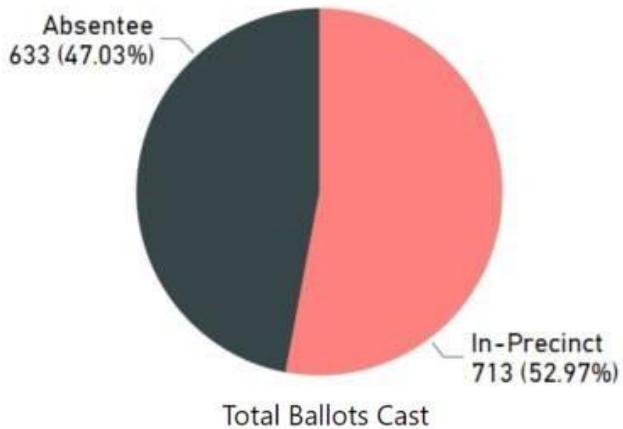
Answer: Review the [EPB Laptop Requirements](#) document for full details.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



First Time Registrants



As of 4:00pm Nov. 20, voter turnout was approximately 20%, and nearly 50% of those who voted cast an absentee ballot.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



Michigan Bureau of Elections
News Update

for Election Administrators

November 18, 2019

New AV Envelopes

As announced in September, the Bureau of Elections Forms Committee comprised of local and county clerks has been working with the [Center for Civic Design](#) to redesign the absent voter ballot envelopes. The previous design was encountering more and more issues with the United States Postal Service (USPS) and sometimes the misdirection of ballots. The primary purpose of this redesign was to prevent those issues and to prevent the disenfranchisement of voters.



The new design ([view example here](#)) has a more modern look and feel including a few small details that should have big impacts on voters properly returning their ballot and process efficiencies. This includes:

- The voter's signature on the backside of the envelope, the side they will see when sealing the envelope. November pilot jurisdictions noted a significant decrease in unsigned envelopes.
- The ballot label will be on the backside of the envelope, allowing staff issuing ballots and election inspectors processing ballots on Election Day to view the ballot number without flipping over the envelope.
- Clear language (when not prescribed by law) to explain delivery options.
- Coloring for outgoing and return that allows us to train USPS to know that blue should be going to a voter, green to a clerk. Other states are adopting the same color scheme which will help with ballots being sent outside of Michigan as well.
- A smaller size which has been requested by USPS as the former size was the maximum for first class

IN THIS ISSUE

- New AV Envelopes
- November 2019 Data Series
- Meet the New BOE Staff
- QVF Refresh Update
- Train the Trainer Scheduled
- EAC National Best Practices in Election Administration Competition
- BOE Question of the Week



QVF Refresh Update

QVF Release for November 8, 2019 is as follows:

Reports. Added Cancellation Countdown Report for users to view voters on the cancellation countdown.

Election Inspector. Corrected issue to allow inspector training dates to be entered.

14-day Receipt. Increased the font size and bolded the "Regular" and "Challenge" language on the receipt.

Inbox. Added the ability to close General Inbox messages.

mail. This allows for better automation and easier handling by carriers.

Vendors may still carry a pull tab version of the new envelopes. We do caution clerks that USPS has told us that feature sometimes does not work well with their equipment and that the purchase of an electronic letter opener may be a better consideration depending on your volume.

The Bureau of Elections requests that old stock be destroyed and that the new design be rolled out in 2020 beginning with the Presidential Primary. The new size does require a smaller secrecy sleeve. These items purchased for the Presidential Primary will be reimbursed as part of the reimbursement process.

Careful consideration has been given to the new designs and with the anticipated increase in absentee voting that we are expecting after the passage of Proposal 18-3 last November, it is extremely important that we all make every effort to ensure the process goes as smoothly as possible for the voters in Michigan and that every valid vote counts. Use of the new voter ballot envelopes across the state is key in ensuring voters ballots are sent to them or the clerk as appropriate.

November 2019 Data Series

Data from the Nov. 5 election shows Michiganders are taking advantage of their new voting rights to make their voices heard in local elections.

Under the provisions of Proposal 18-3 more than **2,000** Michiganders registered to vote as represented by the Other Residency Verification (439) and DL/PID Confirmed (1,583) categories. More than **1,000** of these registrations took place on Election Day itself.

UOCAVA. Expanded the ability to accept the application throughout the remainder of the year.

Train the Trainer



Scheduled

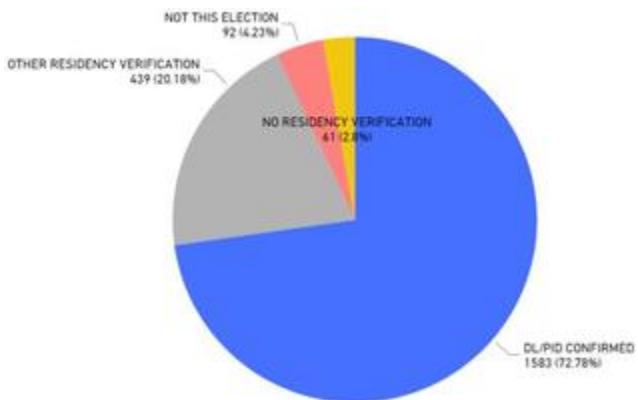
As a reminder, ten sessions of Train the Trainer have been scheduled throughout the state in December and January to help prepare county clerks and clerks of larger jurisdictions to fulfill their duties as election inspector training coordinators.

Well over 250 election officials have already signed up.

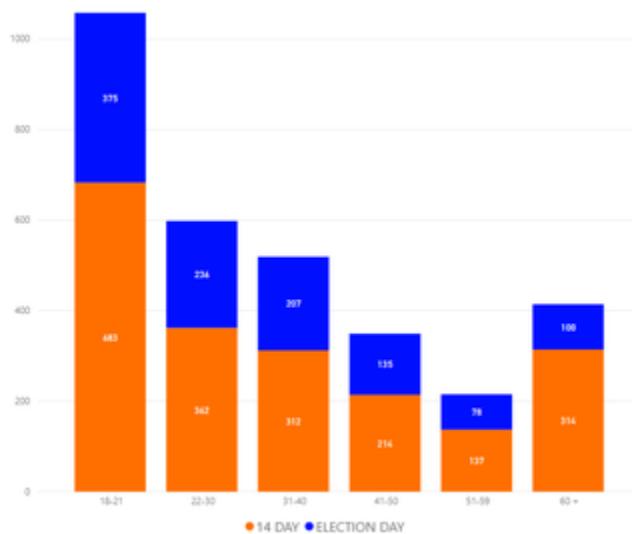
Who is required to attend:

- **County clerks** - Michigan election law (MCL 168.683) states that county clerks are responsible for training all election inspectors appointed to serve within their respective county. County clerks please note: If you are attending the MACC Winter Quarterly Conference on December 2, you do not need to register for one of these sessions. Credit will be given for attending the MACC session.

- **City and township clerks responsible for training election inspectors** - Michigan election law (MCL 168.683) permits any city or township with a population of 10,000 or more to conduct its own election inspector training sessions. If you do not conduct your own election inspector training sessions and have



Young voters took particular advantage of the new registration opportunities: nearly **one-third** of those registering on Election Day were **18-21 years old**, and more than half were **30 years old or younger**. This pattern is similar for voters registering on Election Day and within the 14-day period. However, voters of all ages took advantage of the new opportunities to vote, as **more than 300 voters aged 60 or older registered to vote**.



Meet the New BOE Staff

Over the last two months, four positions have been filled in the Bureau of Elections. And we're excited to have a complete team with election experience to help guide and assist you through 2020.

no plans to assume the training duties in the immediate future, you are not required to attend.

Others who should attend:

- **Staff members who have been designated** by their county, city or township clerk to conduct election inspector training sessions.

Registration for the [2020 Train the Trainer sessions](#) is required via the [eLearning Center](#).

EAC National Best Practices in Election Administration Competition



The EAC's annual "Clearie" award competition deadline is one week from today. The competition seeks submissions of best practices in election administration. If you have an innovative and/or effective idea in the management of elections (and we know you do!), BOE encourages Michigan election administrators to submit an entry. The deadline is Monday, Nov. 25, 2019.

Remember, in 2018 the [City of Rochester Hills](#) won the Innovation Award and in 2017 [Port Huron Township](#) won the Recruiting, Training and Retaining Poll Workers award!

[Full details can be found here.](#)

Ashiya Brown - Election Security Specialist

A new position reporting to the director of elections, Ashiya will be working closely with BOE staff and state and federal partners who work to assist us on cyber security issues and assessments. In addition to coordinating Michigan's overall election security plan, she will be spending a good deal of time working with cyber partners to assess the security of our key election systems at the state, county and local level; and the resulting program for assisting our local election officials with remediating any potential security vulnerabilities they may have; as well as identifying, communicating and implementing security-related best practices. Ashiya will also be coordinating the use, tracking and reporting of federal HAVA security grant funds. She comes to us from the State's Department of Health and Human Services, with technical background in managing, assessing and assisting users on that department's largest field-based state computer systems. She's served as an EPB precinct inspector in the City of Lansing for the last several years.



Riley Millard - Election Specialist

Riley fills a training team vacancy and will be a lead trainer in the Bureau of Elections. Riley will assist in the scheduling, development, revision, delivery, and ongoing assessment of key Bureau of Elections training programs like Election Officials' Accreditation, Train the Trainer, and Election Cycle. Riley will provide additional support to election officials by answering phone calls and emails for guidance on policy and procedure. Riley comes to us from Meridian Township where he was an election specialist.

Colleen Garety - Election Specialist

Colleen fills a vacancy providing support to the Election Liaison Section, election law specialists, and election officials by coordinating the purchasing of election-related publications, forms, and election supplies. Colleen will assist with accepting and processing petitions, ballot proofing, campaign finance complaints, and Board of Canvassers materials. Colleen will also serve as an additional trainer when needed. Colleen joins us from Jackson County where she was election director.



BOE Question of the Week:



I want to check my Continuing Education status in the eLearning Center but I can't login. How can I get in?

Answer: Go to the [forgot password page](#). It's an easy way to be reminded what your eLearning Center username is and/or request a new password.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links





Charamy Cleary - Election Specialist

Charamy just joined the Training & Communications team to support the implementation of no-reason absentee voting. Charamy will be a lead trainer with the Bureau of Elections and will be working on the development, implementation, and monitoring of a new absentee voting training programs and associated materials. Charamy will also be responsible for the AVCB tabulator grant program, voter education campaigns, and data analysis of no-reason absentee voting. Charamy will provide additional support to election officials by answering phone calls and emails for guidance on policy and procedure. Charamy comes to us from Eaton Township where she was the township clerk.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections
News Update

for Election Administrators

November 14, 2019

To my friends in the Michigan election community,

I wanted to let you know that come January 1, I will be checking the status box of “officially retired”. While I know this may come as a surprise to many of you, please know that I’ve come to this decision after a great deal of thought over many months. While just the concept of being eligible to retire seems incentive in itself, that combined with a pretty intense 34-year career in state government has made me realize that without a doubt, now is the right time for me to take this step.

Over these last few months when I’ve visited you all throughout the state, I’ve reinforced my sincere belief that whether you realize it or not, we’ve brought you just about every major change we could bring, and you’ve handled them all with hardly a blink – from an entirely new QVF system, to all new voting systems, to a myriad of changes (think Prop 3) that, while benefiting voters statewide, have brought many adjustments to you as election administrators. The time and effort we have all spent implementing and perfecting these key changes well before our next presidential election year leaves us as one of the most prepared states in the country. You are ready!

I have no doubt that next year will be challenging – but the Bureau of Elections is as strong as ever, and our amazing staff stands ready to continue assisting you. I could not with good conscience take this step without being absolutely sure on these points. Our new administration under Secretary Benson’s leadership also brings an additional level of talented and hard-working resources and support – all who realize the critical job that you do and are working hand-in-hand with us as we help you prepare. Also know that I will be working closely with our administration to help select and transition my successor before I leave, and with Bureau staff to ensure full focus on all needed preparations for the 2020 election year.

Please know that I have been honored to serve as your Elections Director, and couldn’t be prouder of our partnership. Your feedback is invaluable to us. Please

**A message
from Secretary of State
Jocelyn Benson:**

"I am tremendously grateful for the leadership and commitment Sally Williams has demonstrated throughout her entire 34 years of service to the Department of State, including most recently serving as the first woman to lead our Bureau of Elections. Her tireless work ethic and dedication to integrity are apparent in everything she does. All who have the opportunity to work with her are better for it.

As Michigan's director of elections since 2017, Sally led the Bureau during several pivotal moments – in particular, implementing several constitutional changes to our election system over the last year. She oversaw upgrades to our voter registration database, the purchasing of new voting equipment, and initiated the state's first risk-limiting audit pilots, guaranteeing that all Michigan voters have the security of paper ballots and confidence that their votes are accurately counted.

The election administration team she has trained and mentored at the Bureau of Elections is strong as a result of her example and commitment to excellence. I congratulate her on this well-earned milestone and look forward

keep reading these News Updates, keep going to BOE training, keep participating in your clerks' associations and keep working right with us as you continue to run Michigan elections as one of the most respected programs in the country. I know I'll be watching proudly from afar next year (specifically, from Southwest Florida).

In the meantime, I hope to see many of you over the next several weeks as we close out 2019 together. Thanks for all of your support, and remember:



All the best to you all!

A handwritten signature in black ink that reads "Sally".

Sally Williams, Director of Elections

to working with her to ensure a smooth transition in the weeks and months ahead."

A handwritten signature in blue ink that reads "Jocelyn".

Jocelyn Benson
Michigan Secretary of State



Michigan Bureau of Elections

News Update

for Election Administrators

November 12, 2019

Presidential Primary

2020

The following is the first in a series of articles regarding the March 10, 2020 Presidential Primary.

Process

The 2020 Presidential Primary is designated a "closed primary," just as it was in 2012 and 2016. Michigan Election Law, requires voters wishing to participate in the March 10 Election to choose a Democratic, Republican, or no-Presidential Primary (local issues only, when applicable) ballot when voting absentee or at the polls on Election Day. While a voter must select a specific party ballot, there is no political party registration in Michigan's voter registration system. However, the voter's ballot selection will be public information for the 22 months following the election.

Ballot Status

State law requires the Department of State to create a list of individuals "generally advocated by the national news media to be potential presidential candidates" for the Democratic and Republican parties for the presidential primary election. The Michigan Department of State released the [2020 Presidential Primary Candidate List](#) on Friday. However, this is not the final candidate listing.

The chairs of the Michigan Democratic and Republican Parties now have until 4 p.m., Nov. 12, to add names of other candidates to the candidate list for their party. A candidate on the final list has until 4 p.m., Dec. 13, to notify the department that he or she is not a presidential candidate. The Bureau of Elections will provide the certified list of Presidential Primary candidates to election officials statewide after the Dec. 13 withdrawal deadline elapses.

IN THIS ISSUE

- Presidential Primary Series
- Continuing Education 18/19
- Updating Voting History - November Election
- Post-Election Audit Precincts Selected
- Facebook Protect
- BOE Question of the Week

Post-Election Audit Precincts Selected



A full list of the precincts selected for the November post-election audits can be found at this link:

[Post-Election Audit Precinct Selections November 2019](#)

At least one jurisdiction has been selected from every county that had an election Tuesday. A few additional jurisdictions were selected to be audited by BOE.

Please note, audits conducted by BOE are indicated in the county list. These audits also appear in one full list at the beginning of the document. Audits must be completed by the end of December.

If your jurisdiction is listed:

Candidates not placed on the list by the department or the party chairs may collect signatures to be placed on the ballot. Voters will also have an option to vote "uncommitted" instead of a candidate for a political party.

Reimbursement

The Presidential Primary is a reimbursable election. However, it's important to note any third ballot with no Presidential Primary created by a local issue is not a reimbursable cost.

The reimbursement claim and approval process will work essentially the same as the 2016 Presidential Primary. Counties will be reimbursed for the costs they incur in producing ballots and for other costs directly related to conducting the Presidential Primary. Similarly, all cities and townships will be reimbursed for the costs they incur in administering the Presidential Primary. Review the [Reimbursement Guidelines & Worksheet](#) for a detailed list of reimbursable costs and worksheets to assist in the calculation of expenses.

Final submission will be completed in the eLearning Center following the election. By law, submissions must be received by June 8, 2020.

Continuing Education 2018/2019



Today, the 2018/2019 Continuing Education Curriculum will be assigned to those accredited before 2018. You will receive an email notification and it will be listed in your transcript box in the eLearning Center.

Click on **Launch Curriculum** to review the requirements. The curriculum viewer gives you a nice visual of your completion status and clearly shows which items have yet to be completed.

- You will be contacted directly by a representative of your county clerk's office (or BOE for state audits) in the very near future to arrange for the audit.

- You will be asked to provide several items from the November election that will be used in conducting the audit.

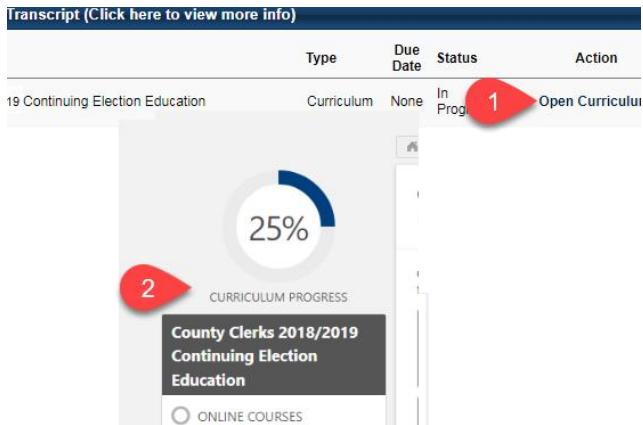
- Do not delete your ePollbook (EPB) files or program from the encrypted flash drive or the EPB laptop (if applicable).

- The audits should be completed in two to three hours and will focus on the completion of several key Election Day and pre- and post-Election Day processes.

Please take some time to review the [Post-Election Audit Checklist](#) and [Post-Election Audit Manual](#) prior to your audit. The main objectives of this program are to reinforce important election-related legal and procedural requirements and to identify specific topics that may need additional focus and/or clarification via training, documentation, communication, or other support that can be provided by the Bureau of Elections.

The audit also will include a review of voted ballots with a hand tally of the last race on the ballot. The review of voted ballots will verify the equipment used to count votes worked properly and yielded the correct result.

For counties, an online course, [Conducting a Post-Election Audit](#) is available if



An updated version of the Candidate Filings online course has also been released and is the final required element of the curriculum. Most clerks and election administrators assigned the 2018/2019 Continuing Education Curriculum will only have this requirement to complete.

Who is required to complete continuing education? [MCL 168.33](#) requires county, city, and township clerks to complete continuing education requirements. We know that many other election administrators have completed the initial accreditation program and may wish to continue their education. The curriculum has also been assigned to this group as a courtesy to those who want to maintain accreditation.

New election officials please note: those who became accredited after Jan. 2018 are exempt from 2018/2019 Continuing Education. Your continuing education requirements will begin with the 2020/2021 curriculum.

Going forward, the Bureau of Elections will release the Continuing Education Curriculums at the start of the process.

Updating Voting History - November Election

History for the November election should be uploaded immediately and no later than within seven days of the election.

All voting history must be entered now.



you need a refresher on the process.

Facebook Protect



Facebook has launched a new security program, called Facebook Protect, to increase account security.

The purpose of [Facebook Protect](#) is to monitor accounts that may face additional threats during the 2020 election cycle and provide additional protections. County and local jurisdictions that enroll their accounts in Facebook Protect will gain stronger account security protections and monitor for potential hacking threats.

The Bureau of Elections recommends that jurisdictions with Facebook accounts [enroll in this service](#).

BOE Question of the Week:



If the voter has an updated address sticker on their DL/PID, can that be used as residency verification?

Answer: Yes - an address on the voter's driver's license or personal identification card, whether printed on the DL/PID or on the address update sticker, is residency verification and results in the 0-14 day registrant receiving a regular ballot.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Corrections should be entered as soon as possible following the county canvass.

Updating voting history changes "verify" or "challenged" statuses to "active" and turns off the cancellation countdown where necessary. Accurate and timely entry of voting history ensures voter registration records that had been on the cancellation countdown become active and aren't cancelled after two general elections.

There are some circumstances that require you to manually add or remove a voter's history for an election including:

- Voters added to the Unlisted tab in the ePollbook or manually added to the Precinct List, once voter registration issues have been resolved (**NEW**: Any voter with a DL/PID entered on to the Unlisted tab is updated automatically and doesn't need to be manually updated)
- Voters who received provisional envelope ballots: If counted.
- You must also manually remove voting history for AV voters whose ballots were received in QVF and rejected later. The most common reasons for this are a voter passing away before Election Day or a voter failing to sign the AV envelope by Election Day.

SPECIAL NOTE: If an election other than Nov. 5, 2019, was downloaded and used on Election Day, you MUST MANUALLY enter the voting history. DO NOT upload the EPB voter history file for a wrong election.

For instructions on manually recording voting history and/or making corrections, review the [QVF Refresh Manual Chapter 5](#).

For instructions on uploading EPB Voter History into QVF or the EMP, review pages 40-41 of the [Electronic Pollbook User Manual](#).

Helpful Links





November 5, 2019



Provisional Ballot Reporting Now Open!

The Provisional Ballot Report is now available through eLearning and needs to be completed no later than **November 12**. Even if you did not open a precinct, we need you to report that you did not open your precinct by indicating 0 (zero) for the number of precincts.

Within 7 days after the election, cities and townships must report totals by precinct of voters appearing in person:

- **Not** listed on the ePollbook or Precinct List and completed a [Provisional Ballot Form](#)
- **Signed** the [Affidavit of Voter Not in Possession of Picture ID](#) (back of the Application to Vote)
- **No** Absentee Ballots or AV Counting Boards are included in this report

This report satisfies [MCL 168.813 \(3\) and \(4\)](#) for cities and townships and [MCL 168.829 \(2\) and \(3\)](#) for counties.

Click this link to [download the worksheet](#) to help you organize your numbers before typing into the online form.

This report is different from the actual vote **results** of provisional envelope ballots determined to be valid *after* the election. Those still need to be **sent to your county office to be included in the canvass** for [MCL 168.813 \(2\)](#). If you need assistance please review these directions: [Procedure for Handling Provisional Envelope Ballots Returned to Clerk's Office for Review](#)

Jurisdictions with a large number of precincts: can enter their data into a specially formatted spreadsheet and upload that into the online form instead of typing into the table. [Click here to download the spreadsheet for many precincts.](#)

Follow these directions to open the online form:

1. Please log into the Elections eLearning Center using this link

https://mielections.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=e918773a-d1fd-4fcf-bf99-6fe836ba7b71&query=%3Fs%3D1%26q%3D2019%2520november&back_key=1#t=1

IN THIS ISSUE

- Provisional Ballot Reporting
- eLearning Login Help
- BOE Question of the Week

Need Help With Your eLearning Login?



Go to the login page
<https://mielections.csod.com>

Click the link [Need help with your login?](#)

Read the page which will tell you what is a valid user name and then type one of those in the login credentials box; Click **submit** to receive a password reset email.

Then click the link in the password reset email to create a new password.

Need further assistance?

Michigan Bureau of Elections - Elections eLearning Center

electionselearning@michigan.gov

Contact Telephone:

844-564-8683 or 517-335-3237

[Additional Bureau Contact Information](#)

Website address:
<https://mielections.csod.com>

– if it does not go directly to the Report, search for *November 2019 Online Report Form*

2. Click the launch button.
3. A new window should open containing the online form. If this doesn't happen *immediately* – [please allow pop-up windows. See these directions for help.](#)
4. Be sure to click the **Submit button** at the bottom of the form to send your information.
5. You will be taken to a confirmation page.
6. You will receive an email to the address you type in the form.
7. Mark the report complete in the Transcript box in the eLearning Center.

* *If you do not see the confirmation page – we will not receive your report.*

* *You and the county offices can immediately see what reports we received by viewing the [Received Provisional Ballot / Not in Possession of ID Reports](#) in the eLearning Center. See the help document for [Search, sort and view Received Reports](#) both are available in the Browse by Subject box, click on [Provisional Ballots](#)*

Helpful Links



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Michigan Bureau of Elections

News Update

for Election Administrators

November 4, 2019

Train the Trainer Sessions Scheduled

Ten sessions throughout the state are scheduled in December and January to help prepare county clerks and clerks of larger jurisdictions to fulfill their duties as election inspector training coordinators.



Who is required to attend:

- **County clerks** - Michigan election law (MCL 168.683) states that county clerks are responsible for training all election inspectors appointed to serve within their respective county. County clerks please note: if you are attending the MACC Winter Quarterly Conference on December 2, you do not need to register for one of these sessions. Credit will be given for attending the MACC session.

- **City and township clerks responsible for training election inspectors** - Michigan election law (MCL 168.683) permits any city or township with a population of 10,000 or more to conduct its own election inspector training sessions. If you do not conduct your own election inspector training sessions and have no plans to assume the training duties in the immediate future, you are not required to attend.

Others who should attend:

- **Staff members who have been designated** by their county, city or township clerk to conduct election inspector training sessions.

Registration for the [2020 Train the Trainer sessions](#) is required via the [eLearning Center](#).

IN THIS ISSUE

- Train the Trainer Sessions Scheduled
- QVF Passwords
- Daylight Saving Time Ends
- Tomorrow is Election Day
- BOE Question of the Week

Daylight Saving Time Ends



Clocks turned back one hour at 2 a.m. on Sunday, November 3, 2019.

Tabulators and Voter Assist Terminals must be manually adjusted to the correct time.

Review the [Time Adjustment Instructions](#) for instructions.



Tomorrow is Election Day

More than 600 jurisdictions will be conducting elections in some manner tomorrow. View the [list of November elections](#) for more details.

If your jurisdiction does not have an election tomorrow, please note we must make

QVF Passwords

Remembering or storing your QVF password securely is a critical safeguard to protect the integrity of the QVF. In today's world, we understand that managing passwords is a daily challenge. We can all relate to the frustrations of remembering passwords but it is important to understand that we all play a key role in protecting the voter registration database. Because the security of QVF is so important our password standards are high.

Login

USERNAME	<input type="text" value="SMPLNAME"/>
PASSWORD	<input type="password"/>
<input type="button" value="LOGIN"/> Forgot password?	

The QVF Help Desk staff does not know your password. If you need password assistance, you should use the QVF Refresh Password Reset feature on the home page. It is a self-serve feature that permits all users to either reset or change their password. The Help Desk cannot provide any additional service for this process.

We recommend printing the [QVF Refresh User Password Guide](#) so you have it available when you need it.

Election Day related calls and emails a priority. We will answer non-Election Day related questions as we have time and as soon as possible after the election.

**BOE
Question
of the
Week:**



*Are we
still having a Presidential
Primary?*

Answer: Yes! The Presidential Primary will be conducted on March 10, 2020. A series of articles related to the details of the Presidential Primary will begin later this month. A [March 10, 2020 Presidential Primary Calendar of Dates and Deadlines](#) is also available.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links





Michigan Bureau of Elections News Update

for Election Administrators

October 30, 2019

Special Edition - November Election Reminders

The Special Edition November Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the November 5, 2019, election.



Technical Support

The following support will be available from the QVF Help Desk and BOE Election Specialists prior to and on November 5:

* Saturday, November 2 and Sunday, November 3 The QVF Help Desk and Election Specialists will provide support from 8 a.m. until 5 p.m. each day

* Monday, November 4: Election Specialists and the QVF Help Desk will be available from 8 a.m. until 6 p.m.

* Election Day (Tuesday, November 5): Election Specialists and the QVF Help Desk will be available from 6:30 a.m. until 10 p.m.

***NOTE:** If your call goes to voicemail, please leave a detailed message and your call will be returned as quickly as possible.

The number for the QVF Help Desk is: 800-310- 5697.

Numbers that can be used to reach Election Specialists: 800-292-5973 or 517-335-3237.

Review the [Bureau of Elections Contact Information Who to Contact listing](#) to get connected to the correct division faster.

IN THIS ISSUE

- Technical Support
- Reminders: Saturday and/or Sunday Office Hours, AV Ballot, and Voter Registration
- Electronic Pollbook Best Practices
- Handling Emergencies on Election Day
- Election Night Material Delivery



Handling

Emergencies on Election Day

As the November Election approaches, it is important to take a moment or two to review emergency procedures. Remember: County and local clerks cannot shorten or extend the polling hours unless and until directed to do so by individuals who retain the proper legal authority.

If an emergency occurs within your jurisdiction that could potentially interrupt the voting process or closes one or more polling places in your jurisdiction, take direction from local law enforcement officials and call the Bureau of Elections as soon as possible. If it is necessary to evacuate a polling place for any reason,

Voting Equipment Vendor Contacts: [Click here for list](#)



Reminders: Saturday and/or Sunday Office Hours, AV Ballot and Voter Registration

Final reminders regarding absentee ballots and voter registration:

Absentee ballots may be mailed via first class mail to a voter up until 5 p.m. Friday, November 1.

Local clerks or other authorized personnel appointed by the clerk must be available in the clerk's office for at least 8 hours offered in some combination of hours Saturday, November 2, and/or Sunday, November 3. Those hours should have been published, posted and submitted to BOE via QVF by October 7.

On Saturday and/or Sunday, voters may register to vote with residency verification and/or request an absentee ballot in person. During that weekend voters may take any AV ballot issued with them - it doesn't have to be voted in the clerk's office.

The Emergency Absentee Ballot window starts after 5 p.m. Friday, November 1 and goes through 4 p.m. on Election Day.

On Monday, November 4, voters may request an absentee ballot in person and vote the ballot in the clerk's office until 4 p.m.

On Election Day, voters who register to vote with the local clerk must show residency verification and may vote either an absent voter ballot with the clerk or vote at the precinct.

Absentee ballots must be returned by 8 p.m. on Election Day.

Check the post office after normal delivery for late arriving ballots on Election Day.

For full instruction on the Absentee Voting Process review [Ch. 6 of the Election Officials' Manual](#).

instruct the precinct board to take possession of the poll book before leaving the polling place.

If an emergency occurs outside your jurisdiction that raises questions over the interruption of the voting process or the suspension of the election, do not take action unless or until you receive direction from the Bureau of Elections. Polling hours cannot be extended beyond 8 p.m. without a court order.

Minor Emergencies

Power Outages - Tabulators, some VATs and Electronic Pollbooks will run for a significant amount of time if properly charged. Keep devices charging on Election Day!

Laptop/Flash Drive Malfunctions - Have precinct lists and pollbooks available for **immediate use** by election inspectors in the event of an EPB failure.

Also consider having a backup encrypted flash drive available for use.

Reminder: In the event of a wide-scale emergency on Election Day, the Bureau of Elections will send a News Update.



Election Night Material Delivery

For local elections not held in conjunction with a **county** or state election, local clerks may deliver

Electronic Pollbook Best Practices



As the November 5, 2019 election is approaching, please remember some important requirements for a successful ePollbook download experience:

- **Use Internet Explorer 11** (light blue icon with gold ring) which is the only internet browser that is fully supported and tested at this time for QVF Refresh. Although you may have had moderate success with Microsoft Edge or Google Chrome in other parts of the software, please continue to use Internet Explorer 11 for download of the ePollbook.
- **Download the EPB once** by selecting all precincts and exporting once to the folder on your desktop for the specified election. **Do not download once for each of multiple precincts.** That inefficiency wastes your time and our shared resources during a time-sensitive process. Multiple simultaneous downloads by a jurisdiction's users will fail even when using different computers. Instead, it is considered best practice to download once to the desktop folder and copy to each flash drive.

As a precaution, we recommend you save a copy of the following to your desktop folder at the end of your weekend hours:

- ePollbook files
- AV list
- precinct list

These files should only be used in the event that new files cannot be downloaded after 4 p.m. the day before the election.

election materials to the County Clerk and Board of Canvassers the day after the election (Wednesday, November 6) by 11 a.m. The County Canvass must begin no later than November 7 at 9 a.m. and conclude by November 19. Local clerks are advised to coordinate the delivery of election materials with their County Clerk. (MCL [168.809](#) & [168.821](#))

Helpful Links





Michigan Bureau of Elections News Update

for Election Administrators

October 28, 2019



Petition Changes

We are pleased to announce changes to some of the countywide petition forms and both of the county and local proposal petition forms for the 2020 election cycle. The changes are designed to reduce the number of signature errors. You can find a summary and description of the changes in the [Print Vendor Memo in the eLearning Center](#). Section I of the memo provides a description of the changes, and Section II provides guidance for clerks. The remainder of the memo contains instructions for the print vendors.

Please note, the changes to nominating and qualifying petitions do not require you to discard your existing stock. They are optional for use in the 2020 election. Candidates may continue to use, and you may continue to accept for filing, nominating and qualifying petition forms with a 2015 revision date. While we strongly encourage early adoption of the new forms, we recognize that some signature gathering campaigns are already underway for 2020. For this reason 2015 forms will continue to be valid for the duration of the 2020 election cycle.

However, any local proposal forms must contain a 2019 revision date.

Please carefully read through section I.A. beginning on page 1 of the memo. The most significant change is the elimination of the city/township checkbox from petition forms circulated on a countywide basis, where petition signers formerly were required to "check the box" that aligned with the type of jurisdiction. This change was recently implemented for statewide ballot proposal petitions. For filers who submit signatures on any type of 2015 (2019 for local proposal) countywide petition, signatures should **not** be invalidated solely because the signer checked the wrong city or township box, marked both checkboxes, or left both checkboxes blank. In other words, an error in the city/township checkbox on an old form does not invalidate a signature.

IN THIS ISSUE

- Petition Changes
- Presidential Primary Election Inspector Recruitment
- New Accreditation Class Available
- BOE Question of the Week

New



Accreditation Classes Available

A new session of Election Officials' Accreditation for **new** clerks has been scheduled as follows: November 18 & 19; Delta Township Hall; near Lansing

The first day of class will be from 10 a.m. to 4 p.m. and the second day from 9 a.m. to 1 p.m. This in-person class is one part of the [Initial Accreditation Curriculum](#) found in the [eLearning Center](#).

All new clerks are required to attend the one and a half day in-person class as part of the initial curriculum. Other new election officials are also welcome. This class is only for people who haven't previously been accredited. Registration is required via the [eLearning Center](#).

Having trouble viewing this email? [View it as a Web page.](#)



Presidential Primary Election Inspector Recruitment

Because the Presidential Primary is in March, many clerks find recruiting election inspectors a challenge as many go south for the winter. Consider reaching out to your current election inspectors now to determine your recruitment needs.

Suggestions from other clerks:

- Send current election inspectors a letter or email now asking for their availability for all of 2020
- Publish the election date and need for election inspectors in newsletters
- Put an "Election Inspector Wanted" poster in the polling place if you have a November election
- Ask those who serve on township advisory boards and commissions to be an election inspector too
- Ask city and township employees if they have a 16 or 17 year old interested
- Post flyers at the library, senior center, and other city/township facilities
- Ask current election inspectors to recruit their friends

This is only a sample of recruitment ideas. The Department of State is exploring additional election inspector recruitment programs for 2020. If you are having a hard time recruiting, ask fellow clerks what they have done that's proven successful.

**BOE
Question
of the
Week:**



*What do I
do with
the branch receipt (also
known as "the blue and
white") and other voter
registration forms once I
have verified the voter is
in QVF?*

Answer: As before, once you have verified that a voter registration is in QVF, the documentation can be destroyed.

Exception: Registration forms (not "blue and whites") for those that register at the local clerk's office in the 0-14 time period and receive a challenged ballot because they provided residency verification other than a Michigan driver's license or personal ID must be retained for 6 years. Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



Having trouble viewing this email? [View it as a Web page.](#)



Michigan Bureau of Elections

News Update

for Election Administrators

October 23, 2019

Special Edition - November Election Reminders

The Special Edition November Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the November 5, 2019, election.

Electronic Pollbook Best Practices

As the November 5, 2019 election is approaching, please remember some important requirements for a successful ePollbook download experience:

- **Use Internet Explorer 11** (light blue icon with gold ring) which is the only internet browser that is fully supported and tested at this time for QVF Refresh. Although you may have had moderate success with Microsoft Edge or Google Chrome in other parts of the software, please continue to use Internet Explorer 11 for download of the ePollbook.
- **Download the EPB once** by selecting all precincts and exporting once to the folder on your desktop for the specified election. **Do not download once for each of multiple precincts.** That inefficiency wastes your time and our shared resources during a time-sensitive process. Multiple simultaneous downloads by a jurisdiction's users will fail even when using different computers. Instead, it is considered best practice to download once to the desktop folder and copy to each flash drive.



IN THIS ISSUE

- Electronic Pollbook Best Practices
- Election Technical Preparations
- Voter Registration
- Next Week's Requirements

Voter Registration



Monday, October 21, was the deadline for registering to vote in any manner other than in person at the city or township clerk's office to be eligible to vote in the November 5 election.

Starting October 22 through Election Day, Secretary of State branch offices and agencies of DHHS that provide voter registration services will be providing customers who register with a notice informing the voter that he or she needs to take additional steps to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center.

Any voter registered by mail with a registration form postmarked after October 21 also must be sent a notice. This notice is automatically generated in QVF but may also be generated by clicking on the Voter Notice button. The notice prints in a format that

As a precaution, we recommend you save a copy of the following to your desktop folder at the end of your weekend hours:

- ePollbook files
- AV list
- precinct list

These files should only be used in the event that new files cannot be downloaded after 4 p.m. the day before the election.

Election Technical Preparations

As a reminder, EPB must be downloaded out of QVF REFRESH! **The law requires** this download to occur after 4 p.m. the Monday prior to the election.



Remember ePollbook laptops require anti-virus, BIOS, and windows updates to be performed prior to installation of the EPB software. These items take time.

Review the [Laptop Preparation and Maintenance Instructions](#) today.

Call volumes will increase to the QVF Help Desk with technical questions about using the ePollbook and printing the Precinct List, so you might not be able to reach someone right away. There are many resources available to assist with these processes in the [eLearning Center](#).

EPB Refresh materials are available for clerks and election inspectors, including:

- EPB Manual – Windows 10 PDF
- EPB Precinct Inspectors Manuals – Windows 10
- QVF Refresh Features and Discussion on What's New video
- EPB Challenge & Solutions video
- And many more...

can be folded and placed in a windowed envelope. While this notice always must be sent by mail, we strongly encourage clerks to use any phone number or email address provided to inform the voter of the additional steps needed to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center.

Registration in person with the local clerk

Beginning October 22, voters still may register and be eligible to vote in the November election by appearing in person in the clerk's office and providing residency verification. A chart listing the acceptable forms of residency verification can be found on [page 13 of Chapter 2 of the Election Officials' Manual](#). When selecting Clerk's Office as the Registration Location in QVF, the system will prompt you to select what type of Residency Verification was provided. A receipt will be generated in QVF or by clicking on the Voter Receipt button. You must provide this receipt to the voter. A [sample receipt](#) can be viewed in the eLearning Center.

NOTE: Registration forms for those that register in the 0-14 time period and receive a challenged ballot because they provided residency verification other than a Michigan driver's license or personal ID must be retained for 6 years.

Full instruction on the new voter registration process can be found in [Chapter 2 of the Election Officials' Manual](#).

If you have further questions after reviewing the materials above, please contact us.

For technical questions on the EPB or QVF Refresh, contact the Help Desk at 1-800-310-5697 or QVFHelpDesk@Michigan.gov.

For procedure questions, contact the election specialists at 1-800-292-5973 or Elections@Michigan.gov.

If you call and are sent to voicemail, please leave only one message with detailed information about the problem you are encountering. This ensures a clean call log and allows the Bureau of Elections to return calls more efficiently.

Next Week's Requirements for the November Election



Notice of Election

Per MCL 168.653a, the Notice of Election for the November election must be published in a newspaper of general circulation by Tuesday, October 29.

The information requirements for millage elections has changed. Review [Ch. 16 - Pre- and Post-Election Information of the Election Officials' Manual](#) for full details on what should be included in the notice. A [sample Notice of Election](#) is also available.

Public Accuracy Test

The public accuracy test must be conducted by the Election Commission no later than Thursday, October 31. The meeting must be posted and held in accordance with the Open Meetings Act.

Helpful Links



Having trouble viewing this email? [View it as a Web page.](#)



Michigan Bureau of Elections

News Update

for Election Administrators

October 21, 2019



2020 Dates Booklet

The [2020 Michigan Election Dates booklet](#) is available. Previous versions that were downloaded, printed or received as a handout should be discarded.

Report Postal Issues

As a reminder, all postal issues should be reported to [electionmail.org](#).



Electionmail.org is tracking postal issues and the U. S. Postal Service's response. Reports to [electionmail.org](#) are also copied to the Bureau of Elections.

Issues to Report:

- Delivery delay
- Damaged mail
- Lost mail
- Undeliverable / returned mail
- Misdirected mail

Please be as detailed as possible when reporting your issues, including specific addresses and mailing dates to assist USPS in identifying which postal facilities are having problems..

IN THIS ISSUE

- 2020 Dates Booklet
- Report Postal Issues
- QVF Refresh Update
- BOE Question of the Week

QVF Refresh Update



The QVF Refresh software release for Oct. 11, 2019 is as follows:

- **Election Inspector.** County users now can add inspectors for the local jurisdictions that they administer.
- **EPB.** EPB cannot be exported where no precincts are selected.
- **Basic User Profile.** Users who have a basic profile (only taken the online course) can now add email and phone numbers to the voter registration screen. No other fields are available for them to edit.

**BOE
Question
of the
Week:**



***What is the
precinct size limit?***

Answer: MCL 168.658 allows for a precinct to have no more than 2999 **active** registered voters. To determine the number of active registered voters in a precinct, create a Custom Report in QVF and select "Exclude Voters in IVF."

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections

News Update

for Election Administrators

October 16, 2019

Special Edition - November Election Reminders

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Write-In Filing Deadline

FLORENCE NIGHTINGALE
BOOKER T. WASHINGTON
Write-in *John Hancock*

The deadline for write-in candidates to file Declaration of Intent forms is **Friday, October 25 at 4 p.m.** for the November election. If a write-in candidate has filed in your jurisdiction, be sure to review the Write-In Section of the [Managing your Precinct on Election Day - Election Inspectors' Flipchart](#).

IN THIS ISSUE

- Write-In Filing Deadline

Helpful Links



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Michigan Bureau of Elections
News Update

for Election Administrators

October 14, 2019



Public Hearing Scheduled October 16 on Election Security

The Michigan Secretary of State Election Security Advisory Commission will present a public hearing on Secure Elections in Michigan from 4 to 6 p.m. Wednesday, October 16. The hearing will be at the Grand Valley State University Campus in the Cook-DeWitt Auditorium.

To help safeguard our elections in 2020 and beyond, Secretary of State Jocelyn Benson has convened an Election Security Advisory Commission. This task force of election officials and security experts is looking at ways to improve security and will provide a list of recommendations to safeguard elections in Michigan against foreign interference and other threats to democracy.

The advisory commission is holding a series of meetings in 2019 and will make election security recommendations in advance of the 2020 elections. The public hearing October 16 is part of a comprehensive effort to obtain citizen input.

The advisory commission invites members of the public to participate and share their election security concerns and items for further study.

**Notary
Services for
Independent
Citizens
Redistricting Commission
Applications**



IN THIS ISSUE

- Public Hearing Scheduled October 16 on Election Security
- Notary Services for Independent Citizens Redistricting Commission Applications
- QVF Refresh Update
- EPB Practice Day
- BOE Question of the Week



QVF Refresh Update

The QVF Refresh software release for October 4, 2019, is as follows:

- **AV Scan.** Added a Process Perm AV option to easily and quickly search for a voter and mark them as Perm AV without selecting an election date.
- **Preferences.** Additional feature added to add or remove the clerk title to the absentee ballot application.
- **Election Inspector.** Allowed the ability to change the inspector payment amount if different than the default.

The Michigan Department of State invites election administrators to volunteer to provide free notary services for the new Independent Citizens Redistricting Commission application process.

In November 2018, voters approved the “Voters Not Politicians” constitutional amendment calling for an Independent Citizens Redistricting Commission to be responsible for determining state legislative and U.S. congressional district lines. The commission will be made up of 13 randomly selected citizens, who must apply to serve. Applications will be available starting later this fall and running through June 1, 2020. You can learn more at RedistrictingMichigan.org.

This fall, the official application to become a commissioner will be released. Part of the application process will require that the submitted application be **signed in the presence of a notary**. The Department of State is committed to simplifying the process as much as possible and removing hurdles – so that everyone who is eligible to and wishes to apply can do so. **We’re inviting election administrators to volunteer to provide free notary services for commission applications.** The Department of State will post a list of notaries willing to provide the notary service for this specific application for free. We know that many election administrators already provide free notary services, but providing free notary services for commission applications does not obligate you to waive notary charges for other purposes if you currently have a fee.

If you would like to offer free notary services for the Independent Citizens Redistricting Commission application, fill out this form:
<https://www.surveymonkey.com/r/R52XHDR>

If you have any questions regarding the notary application process, email MDOS-Notary@Michigan.gov.

Thank you for your willingness to help in this vital new process.

- **Daily AV Report.**
Added a non-disclosure statement to the top of the Daily AV Report csv file.

- **Inspector Credentials Report.**
The notice now populates the clerk's city, state, and zip code.

**EPB
Practice
Day**



Thank you to clerks and their staff for participating in the EPB Practice Day and especially for your involvement in the EPB Stress Test. We appreciate and rely on your participation in the stress test so that we can test the load performance and analyze behind the scenes activity during the test. This cannot easily be accomplished without your help, and your participation helps us improve the process for all.

In total the stress test included 499 EPB requests and 300 users that participated in the Stress Test. Export times ranged between 22 seconds and 172 seconds. The average export time was 60 seconds.

After analyzing the download results, we have the following suggestions to optimize your EPB download experience in the future:

- Use Internet Explorer 11 (with settings set as described in the [Troubleshooting Guide](#))
- Designate one user to download your jurisdiction's single

EPB file which includes all precincts. The file is downloaded, extracted and copied to all precinct flash drives. Multiple simultaneous requests from the same jurisdiction will fail.

- Large jurisdictions will download and extract once and take flash drives to other computers to copy to other flash drives for multiple precincts.

EPB webinars are saved in the [eLearning Center](#) and accessible using the following title key words:

- EPB Practice Day: QVF Refresh Features and Discussion on What's New
- EPB Prep 2020 for October 8 EPB Day

We encourage you to view them more than once or as is necessary and helpful. Thanks again from the QVF Development and Help Desk Team!

**BOE
Question of
the Week:**



I'm putting 2020 candidate packets together. Can township officials now file a \$100 fee in lieu of petitions?

Answer: Yes. At the end of 2018, MCL 168.349 was amended to allow township officials the option to file petitions or a \$100 filing fee.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



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Michigan Bureau of Elections News Update

for Election Administrators

October 9, 2019

Special Edition - November Election Reminders

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Election Inspector Appointments

Election inspectors must be appointed by your Election Commission no later than October 16, 2019 (MCL 168.674). Remember Election Commission meetings are subject to the Open Meetings Act and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors).

In addition, all election inspectors must have an [application](#) on file with the Clerk. For more information, review [Chapter 13 – Appointing and Training Election Inspectors of the Election Officials’ Manual](#).

IN THIS ISSUE

- Election Inspector Appointments

Helpful Links



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Michigan Bureau of Elections News Update

for Election Administrators

October 7, 2019

EPB Practice & Education Day and Stress Test Reminder



On Tuesday, October 8, QVF

Help Desk staff will provide EPB webinar instruction and perform a stress test of the system. Staff will dedicate the day to answering your questions as you practice and prepare your EPB for Election Day. The EPB is now part of QVF Refresh and includes some exciting new features. Join us to learn about all of the new features as well as a general review of the system.

The agenda for the day includes:

- QVF Refresh EPB Features and Discussion Webinar
- QVF Refresh EPB – Preparing for 2020 Webinar
- EPB Practice Scenarios
- EPB Download Stress Test for all jurisdictions
- Lots of staff available to answer your EPB specific questions

View the full agenda in the [eLearning Center](#).

We need you to assist us in performing a stress test at 1 p.m. No registration is necessary for the stress test; simply log into QVF Refresh at 1 p.m. and download your November 2019 or November 2018 election EPB files. Developers will be monitoring the activity during this time, so you don't need to call or email the Help Desk to provide feedback about your QVF use. We need you to participate in this stress test so that we can help ensure

IN THIS ISSUE

- EPB Practice & Education Day and Stress Test Reminder
- Notifying BOE of Staff Changes
- BOE Question of the Week



Notifying BOE of Staff Changes

Remember: If you have new staff members and/or staff changes, be sure to complete the [Election Accounts Request form](#) so we can activate and deactivate eLearning and QVF accounts accordingly. For easy access this form is also available on the login page and inside the [Elections eLearning Center](#).

BOE Question of the Week:



What should be posted in the polling place on Election Day?

Answer: The following should be posted in the polling place:

- U.S flag
- Sample ballots

QVF can handle the high traffic that will occur after 4 p.m. the day before Election Day.

To participate in a webinar, you must sign up to get the login information. Seating is limited. To sign up, login to the [eLearning Center](#) and select your preferred webinar(s). Consider hosting an EPB Practice Day event by inviting your fellow clerks and/or staff to view the webinar as group to allow for more attendees on the line and encourage collaborative learning.

- Vote here directional signage
- Proposal language posters
- The new [Voter Information Display poster](#)

The new Voter Information Display poster replaces the What Every Voter Should Know poster, the Notice to Voters: Voter Identification Requirement in Effect, and the Rights and Responsibilities posters. Two are required per precinct.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections
News Update
for Election Administrators

October 2, 2019

Special Edition - November Election Reminders

The Special Edition November Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the November 5, 2019, election.

November Voting Instructions



The Voting Instructions (What Every Voter Should Know poster) has undergone a major revision by the BOE Forms Committee. It is now called the [Election Day Voter Information Display](#).

This one display replaces:

- What Every Voter Should Know
- Rights and Responsibilities poster and placards
- Notice to Voters: Voter Identification Requirement in Effect

As a requirement of the Help America Vote Act and Michigan Election Law, this information display will now be poster size and reusable from election to election. A sample can be viewed in the [eLearning Center](#). As before, two posters are required per precinct.

The posters were printed and delivered to counties at the end of July.

IN THIS ISSUE

- November Voting Instructions

Helpful Links





Michigan Bureau of Elections

News Update

for Election Administrators

September 30, 2019

United States stays in the Universal Postal Union (UPU)



The United States reached a compromise on Wednesday, September 25 with the Universal Postal Union (UPU). This agreement facilitates the delivery of mail across the world and without an agreement, could have compromised the delivery of military and overseas voter ballots. Postal service internationally will continue as usual and voters may use the mail as normal.

Reminder - Beware of Suspicious Emails



Over the past several days, the state of Michigan has experienced a large increase in the volume of malicious emails being delivered to state employees. This activity is related to a nationwide campaign that aims to deliver a highly infectious malware called "Emotet." Users can be tricked into clicking a malicious link or opening a malicious attachment. **It is imperative to remain on high alert to avoid unknowingly allowing harmful malware into your system's network.**

What to watch for:

- Emails often appear to be sent from trusted sources, both internal and external senders.
- Common subject lines include, but are not limited to:
 - "Payment Remittance Advice"
 - "Files"

IN THIS ISSUE

- US stays in UPU
- Beware of Suspicious Emails
- August Election Data Series
- QVF Refresh Update
- Proposal 18-3 Town Hall Sessions
- BOE Question of the Week



QVF Refresh Update

The QVF Software Release for September 25, 2019 includes:

- MOVE Application/Ballot Report: only includes voters with a current Military or Overseas Civilian status.
- Forgot Password: an update to the "Forgot Password" button and the Tab function.

Proposal 18-3 Town Hall Sessions



As a reminder, starting next week, we will be holding nine additional sessions near jurisdictions in which

- “RE: Re: Contract/Invoice Count”
- “Customer Statement xx/xx/2019”
- Many of the phishing emails claim to include an invoice.
- The attachments come in different formats - examples include but are not limited to: .doc, .pdf, or a link.
- At times, there are inconsistencies between the subject line, attachment names, and the body of the email.

What to do:

A little diligence and precaution can go a long way to protect yourself and your office. To protect yourself from malicious code embedded in an email:

- Exercise extreme caution when opening email attachments, even if they are from a familiar source.
- Do not open any attachments unless you are expecting a document from a specific sender.
- Check your computer and web browser download folders for suspicious files (this folder is generally found under Quick Access in File Explorer).
- Install and run anti-virus and malware detection software.
- Don't allow code to run (Windows generally asks if you want to do this with a pop up window) or display blocked pictures.

Please stay alert, be wary of unusual emails, and remind your employees to do the same. There is no shame in calling or emailing someone directly to confirm that they meant to send an email. **We strongly recommend that you participate in Information Sharing and Analysis Centers (ISACs), as described below. ISACs provide you with real-time updates on critical threats and allow you to boost your knowledge and awareness of cyber attacks.**

If you get a phishing email or any other suspicious email, please save it as an attachment (do not simply forward) and send it to the Multi-State Information Sharing and

November elections will be conducted.

To sign up for a session near you, register for the [Proposal 18-3 Election Administration Town Hall Session](#) in the eLearning Center. Please note attendance at these sessions is optional.

BOE Question of the Week:



Do requests to be placed on the permanent absent voter list have to be in writing?

Answer: No. The voter may request to be placed on the permanent absent voter list verbally, it does not have to be in writing.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



Analysis Center (MS-ISAC):
submission@malware.cisecurity.org.

Also:

- For more helpful information on spear phishing review the [MS-ISAC Security Primer - Spear Phishing](#)
- To obtain regular cyber alerts related to elections, subscribe to the Election Infrastructure Information Sharing and Analysis Center (EI-ISAC) at: <https://learn.cisecurity.org/ei-isac-registration>

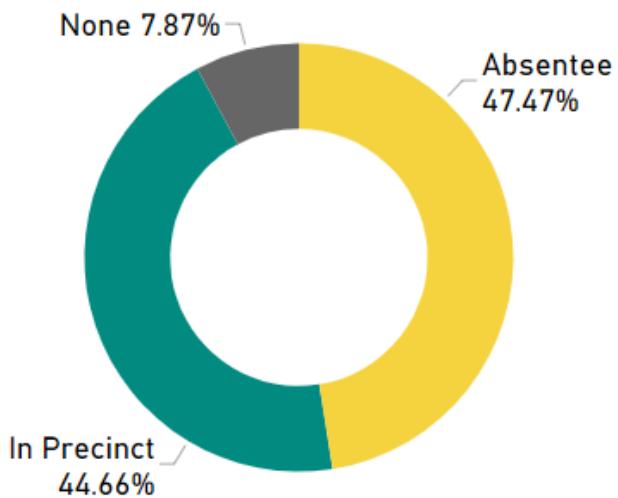
August Election Proposal 18-3 Data Series



Here is a summary of the types of ballots cast by voters who registered 14 days prior to and on Election Day for the August election. The data suggests voters who registered during this timeframe were just as likely to vote in the precinct as they were to vote by absentee.

All Registrants by Ballot Type

- 47% (338) voted by absentee
 - An increase of 18% from the May 2019 election
- 45% (318) voted in the precinct
- 8% (56) did not cast a ballot
- Total = 712 registrants
 - May 2019: 703 registrants



Election Day Registrants by Ballot Type

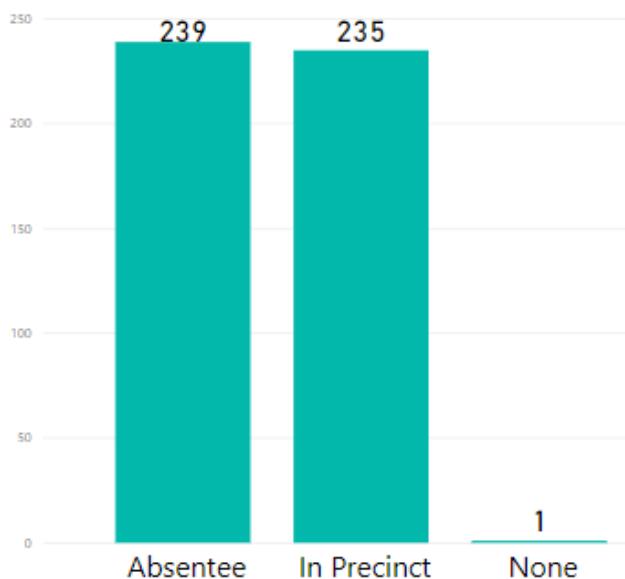
Of the 307 voters who registered on Election Day (78% of whom were first time registrants), the following ballots were cast:

- 53% (163) voted by absentee
- 47% (144) voted in the precinct
- All election day registrants voted

First Time Registrants by Ballot Type

Of the 475 first time registrants during the 14 days prior to and on Election Day, the following ballots were cast:

- 50.3% (239) voted by absentee
- 49.5% (235) voted in precinct
- 0.2% (1) did not cast a ballot
- Total = 475 first time registrants



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



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Michigan Bureau of Elections News Update

for Election Administrators

September 25, 2019

Special Edition - November Election Reminders

The Special Edition November Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the November 5, 2019, election.



Absentee Ballot Processing

As you begin issuing absentee ballots for the November Election, it is important to review [Chapter 6 - Michigan's Absentee Voting Process of the Election Officials' Manual](#). This chapter has been updated to reflect the switch to no-reason AV voting.

Important Reminders:

- AV ballot applications should have been updated to the 2019 version and shouldn't include the old required checkboxes, which requested a reason for voting AV.
- [Ballot Marking Instructions](#) specific to the November Election should be included with AV ballots.
- QVF must be used timely to track AV ballot processing for all voters.
- Picture ID must be requested from voters who request their ballot in-person. Voters without picture ID in their possession may sign the [Affidavit of Picture ID](#) and receive a ballot. Picture ID isn't requested if the person applies for the AV ballot by mail.
- AV voters that need an AV ballot reissued, either because they spoiled their ballot or it wasn't received, must make a signed request (by mail, email, or in person) to the clerk for a new ballot to be issued.

IN THIS ISSUE

- Absentee Ballot Processing
- Testing Voting Equipment
- November MOVE Compliance Report
- Reporting Saturday and/or Sunday Hours
- Notice of Registration



November MOVE Compliance Report

Every jurisdiction with voters having a November election must login to QVF and complete the survey pop-up that appears.

To make the reporting process more efficient, the ballot sent dates recorded in QVF will be used to report ballots sent on time and ballots sent after the 45-day deadline. Once you confirm the total military and overseas voters count in the QVF, we will report the required information to the appropriate entity.

If the count of UOCAVA voters found in QVF matches the total applications received by the MOVE Ballot deadline, then you can respond by checking "YES".

Testing Voting Equipment - a Vital Piece of Security



Preliminary equipment testing should begin soon. Local Election Commissions are responsible for conducting accuracy tests in accordance with the procedures established by the Secretary of State. (MCL 168.794a(3), 798.)

Ensure you are following proper testing procedures by reviewing the [Test Procedures Manual](#). In addition, courses are available in the [eLearning Center](#), including a course for [special proposal elections](#). This course walks you through creating a test deck for a special election. Another helpful course is [Preparing for and Conducting the Preliminary and Public Accuracy Tests](#).

Other Tasks: During the testing process, BOE also recommends:

- Verifying the date and time as DST ends on November 3 - [Time Adjustment Instructions](#) are available
- Verifying all equipment tamper evident seal numbers with the seal numbers on file

Test Decks Marked by a Printer: If a test deck includes ballots marked by a printer and those ballots did not come from the stock that will be used on Election Day, at least three should be replaced and hand marked with Election Day ballots. This ensures testing of both the program and Election Day ballots.

Documenting the Process: Remember, testing materials must be kept under seal and the seal numbers must be recorded. Use the [Tabulator Program & Security Certification form](#) and the [VAT Testing & Security Certification form](#) to aid in properly documenting this process. We have discovered at post-election audits that these forms are sometimes misplaced. Promulgated Rule requires this form to be sealed into the testing container and BOE recommends keeping an additional copy on file in the office.

The Public Accuracy test must be conducted by a quorum of the Election Commission no later than **Thursday, October 31, 2019**. The meeting must be posted at least

If you haven't submitted this report, please login to the QVF and complete it now.



Reporting Saturday and/or Sunday Hours

Any jurisdiction having a November election must report the hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the November election. Law requires the clerk's office to maintain a minimum of eight hours over those two days. The time may be split between Saturday and Sunday or all conducted on one day. This information must be entered in to QVF **no later than Monday, October 7**. This information also must be posted with other township or city postings in a central location.

To enter this information in QVF:

Select Clerk Contacts from Lookup, select your jurisdiction and tab to the Hours/Location tab. Enter your Business and Pre-Election Weekend Hours and add any Additional Registration Locations using the Add Location button if needed. Select Save before exiting.

See [Chapter 11 - Clerk Contacts of the QVF Refresh Manual](#) for further instruction.

This information will be presented under the Election Information Local Clerk tab on the [Michigan Voter Information Center](#)

48 hours before the test (MCL 168.798) and held in accordance with the Open Meetings Act.

Important Notice to Jurisdictions Using 3rd Party

Vendors for Testing: If you are using the same vendor that programmed the county's memory devices to prepare the test deck and/or conduct the preliminary testing, the Election Commission must also complete the [Election Commission Certification form](#) at the public test.

Designating a single vendor to create and then test the performance of memory cards they programmed removes critical checks and balances from the logic and accuracy testing process. The integrity of the testing process may come into question if one party is responsible for both developing and testing the accuracy of the program.

Note: A vendor isn't an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

[website](#) to assist your voters.

Notice of



Registration

The [Notice of Registration](#) for the November election must be posted in a newspaper of general circulation by Monday, October 7. This notice was formerly the Close of Registration notice and has different required elements. A sample Notice of Registration is available in the eLearning Center.

Review [Ch. 16 - Election Related Information of the Election Officials' Manual](#) for full requirements.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

September 24, 2019

Selfie Stations Outside the Polling Location

"Selfie stations" are a great way to allow people who are excited about voting to memorialize and share the experience. We encourage you to set up selfie stations so that voters can take pictures of themselves and their family and friends after they have voted. Please make sure the station is outside of the voting area and away from any line to vote. Ideally, it would be outside of the building or in a separate room or hallway.



These areas can be decorated with images promoting participation in elections such as "I voted" "Get out to vote," and "Michigan votes." You may also want to consider having a contest for local students or residents to design a banner or other decorations for the station. Get creative and please share with us what you come up with!

AV Focus Groups and LPI Process

Many of you participated in our AV Focus Groups held around the state in July and August. Last week, we completed an AV Processing Lean Process Improvement (LPI) with this wonderful group of clerks pictured below.

This was the major step in a project to identify best practices and efficient processes for processing absent voter ballots on Election Day. This project covers in precinct processing and absent voter counting board processing by regular tabulator(s) and high speed tabulator. A number of products will be coming out over the next several months to show the efforts of this project.

This group spent eight days in Lansing over the last month, generating a long list of best practices and ideas to make AV processing as easy as possible for their fellow

IN THIS ISSUE

- Selfie Stations Outside the Polling Location
- AV Focus Groups and LPI Process
- Permanent AV Application List
- August Election Data Series
- QVF Refresh Update
- EAC National Best Practices in Election Administration Competition
- BOE Question of the Week

QVF Refresh Update



The QVF Software Release for September 20, 2019 includes:

- **Reports.** AV List and Daily AV now have separate fields for email address and phone number available when using the CSV report format. AV List also now defaults to 20 voters per page.
- **ID Cards.** School District is now showing on CSV report formats.
- **Forgot Password.** Allowed more space between the Forgot

clerks. When you see them, please join us in thanking them for an incredible job and experience.



Pictured left to right, back row: Joshua McAlpine, Stephen Gerhart, Steve Daitch, Janet Santos, Kristi Dougan, Leanne Scott, Dave Tarrant, Ginny Vander Roest, Kyle Whitney, and Dave Foster. Second row: Heather Pefley, Lori Bourbonais, Terri Williams, Sally Williams, Stacy Loar-Porter, Darci Seamon, Amy Whipple, Tracy Ayres, and Matt Casby. Front row: Joel Hondorp, Sheila Reitz, and Melanie Ryska.

Permanent AV Application List

In order to provide accurate information to voters regarding who maintains a permanent AV list and who does not, a new feature has been added to QVF. If you maintain a permanent AV list, please take a moment to login to QVF, go to Clerk Contacts, and on the Contact Info tab check the Maintains Perm AV List box.

CLERK CONTACT	
1	CONTACT INFO
TITLE	ALCONA TWP CLERK
FIRST NAME	DAWN
<input type="checkbox"/> MAINTAINS PERM AV LIST	
FAX NUMBER	(989) 471-2016

August Election - Proposal 18-3 Data Analytics – Voter Registrations by Age

Password and Login button.

EAC National Best Practices in Election Administration Competition



The EAC has announced their annual "Clearie" award competition. The competition seeks submissions of best practices in election administration. If you have an innovative and/or effective idea in the management of elections (and we know you do!), BOE encourages Michigan election administrators to submit an entry. The deadline is Monday, November 25, 2019.

Remember, in 2018 the [City of Rochester Hills](#) won the Innovation Award and in 2017 [Port Huron Township](#) won the Recruiting, Training and Retaining Poll Workers award!

[Full details can be found here.](#)

**BOE
Question of
the Week:**



Can Census workers survey voters outside of a polling place?

Answer: Yes. However, this activity falls under the category of solicitation of voters and may only be conducted 100 feet from the entrance to the polling place.

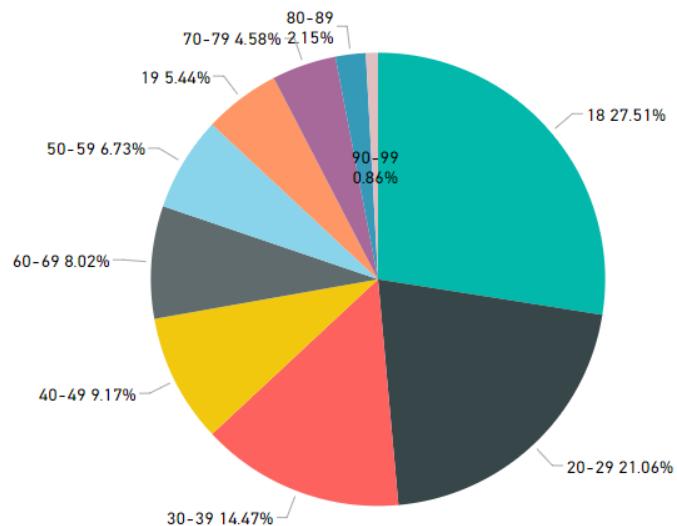
Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links

Here are some interesting statistics on those who registered to vote in person with their local clerk between 14 days before the election and on the August Election Day.

- 712 total registrations were processed
 - 475 or 67% of all registrations were new Michigan voters
 - 307 or 43% registered on Election Day
 - 240 or 78% of those that registered on Election Day were new Michigan voters

Below is a pie chart of the breakdown of the registrations processed within the 14-day period.



New Registrations from July 23 to August 6 by Age



AGE GROUP	NUMBER OF REGISTRANTS
18	192
19	38
20-29	147
30-39	101
40-49	64
50-59	47
60-69	56
70-79	32
80-89	15
90-99	6

The oldest first-time registrant was 85, born in 1934.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

September 18, 2019

Special Edition - November Election Reminders

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Military/Overseas AV Delivery Requirement is Saturday

IMPORTANT REMINDER: If you have an November election and have received one or more ballot requests from military or overseas protected voters since November 7, 2018, **ballots MUST be emailed, faxed or postal mailed by Saturday, September 21**, via the voter's preferred method. If regular ballots are NOT available to be mailed by Saturday, the "MOVE ballot" in QVF Refresh must be printed and mailed instead.

Electronic ballots are available now

You can obtain the electronic ballot by entering the application in the voter's record in QVF Refresh. Full instructions can be found on [page 6 of the Military and Overseas Voters Manual for Election Administrators](#).

Be sure to proof electronic ballots before sending to ensure their accuracy.

For more information and full instructions, please review the [Military and Overseas Voters Manual for Election Administrators](#).

IN THIS ISSUE

- Military/Overseas AV Delivery Requirement is Saturday
- Compliance Report Changes
- Communicating Mail System Changes to Military and Overseas Voters
- Help Desk Available Saturday
- Delivery of November Ballots



Communicating Mail System Changes to Military and Overseas Voters

On September 24 and 25, a meeting will be held to determine if the US withdraws from the Universal Postal Union. USPS and FVAP have been working on contingency plans but those plans aren't guaranteed to be in place for this election.

The Center for Civic Design has worked with the National Association of State Election Directors and National Association of Secretaries of State to develop language for clerks to use to communicate these changes to their

Military and Overseas Voter Compliance Report Changes



The Military and Overseas Voter Compliance Report has been made "smarter" and **has a new home within the QVF Refresh software**. Jurisdictions will be prompted with the new screen, once the delivery requirement has begun for the upcoming election. All users with an election will receive the survey pop-up when they login, but the survey can be submitted only once per jurisdiction. The survey pop-up will appear upon each login until a response has been submitted from the jurisdiction. To respond at a later time, or if someone else from the office will respond, simply close the pop-up to dismiss the report. **A response is due by Tuesday, September 24.**

To make this reporting process more efficient, the ballot sent dates recorded in QVF will be used to report ballots sent on time and ballots sent after the 45-day deadline. Once you confirm the total military and overseas voters count in the QVF, we will report the required information to the appropriate entity.

If the count of UOCAVA voters found in QVF matches the total applications received by the MOVE Ballot deadline, then you can respond by checking "YES".

Review your UOCAVA voters in the QVF for accuracy. As a reminder, voters shouldn't be marked in this manner unless an application was submitted by the voter after November 7, 2018 for the 2019 calendar year.

MOVE BALLOT SURVEY

You have 2 UOCAVA voters from City/Twp participating in 11/5/2019 - NOVEMBER CONSOLIDATED election. Did you enter all of your military and overseas voters?

YES
 NO
 I DON'T HAVE ANY

COMMENT

SAVE

military and overseas voters. Language to include with your ballots and communications to these voters can be found starting on [page 7 of their UPU messaging to UOCAVA voters guide](#). Please note the fax or email lines should NOT be included as that isn't a legal option for returning a ballot in the State of Michigan.

The Guide also provides recommendations on other places you may want to include this information including your local election website and social media.

Help Desk Available Saturday



The QVF Help Desk will be available from 9 a.m. to 2 p.m. Saturday, September 21, 2019, to support those local clerks who are printing or downloading electronic MOVE ballots and processing the transaction in QVF to meet the military and overseas voter Saturday delivery requirement for the November 5 election.

If you need assistance, please don't hesitate to call at 800-310-5697 and leave a voicemail. Your call will be returned ASAP.

Delivery



of November Ballots

Per MCL 168.714, absent voter ballots for the November 5 election must



Michigan Bureau of Elections News Update

for Election Administrators

September 16, 2019



Automatic Voter Registration

As a reminder, Automatic Voter Registration (AVR) rolled out in the branch offices last week. Now, customers at branch offices for driver's licenses (DL) and personal identification cards (PID) who are eligible but not currently registered to vote will be automatically registered to vote unless the person opts out. Instead of filling out a separate voter registration form, the voter registration question is now built into the [driver's license application](#). Each customer who goes in for a DL or PID transaction (new, renewal, change of address, etc.) will fill out a form, which will include a citizenship question and an opt-out box that eligible customers may check if they don't wish to be registered to vote. Branch office staff will verify eligibility during the DL transaction; non-citizens and other ineligible customers won't be registered regardless of whether or not they check the opt-out box.

What does this mean for me?

Forms and process are changing, but you will continue to receive voter registration information electronically through QVF. The branch office voter registration application form number ED-74 (a.k.a. the "blue and white") will now function as a [receipt](#). You will continue to be mailed the blue and white, but there is no longer a need to verify a new voter signed the form, and therefore you will no longer need to mark any voters who registered through a branch office "verify-sign registration card." You also no longer need to verify an applicant checked the citizenship box.

Both signature verification and eligibility verification will occur at the branch. When you receive a branch receipt, you need to simply do the following:

IN THIS ISSUE

- Automatic Voter Registration
- New AV Envelopes
- More Proposal 18-3 Town Hall Sessions Scheduled
- QVF Refresh Update
- ePollbook Training
- Special News Update November Election Series
- Voter Participation Center Mailing
- BOE Question of the Week

QVF Refresh Update



The QVF Refresh Software Release for September 13, 2019 includes the following:

- **Inbox.** Added a success message when sending an i.d. card to print later.
- **Reports.** Corrected issue with updating mailing address by ensuring that only the most recent address is reflected.

ePollbook Training



The Bureau of Elections has multiple ePollbook training opportunities over the next months.

1. verify the voter is in QVF
2. enter the voter in to QVF if they are not
3. print a mastercard
4. print and send a voter identification card

There may be a short period of time when you receive both the old and new versions of the blue and white, but this will end once all of the old blue and whites sent prior to Sept. 9 are received. While this new version does not contain a signature, QVF will be updated with the digital signature once all of the server processes occur.

Remember that the old blue and whites still need to be signed, but the new blue and whites don't. You will be able to tell the difference between the old and new blue and whites based on how they look. The old blue and whites will include a voter declaration and two signatures on stickers. The new blue and white won't have a voter declaration and will include a notice that a signature is no longer required.

Finally, eligible customers who update or renew their DL or PID online will also be automatically registered to vote unless they opt out. You will also receive this information through QVF.

Automatic voter registration doesn't change the process for currently registered voters. Those who are updating their DL addresses will continue to have their voter registration address updated. A currently registered voter won't cancel their registration by opting out of voter registration on a DL form.

New AV Envelopes

The Bureau of Elections Forms Committee of local and county clerks has been working with the [Center for Civic Design](#) to redesign the absent voter ballot envelopes. The previous design was encountering more and more issues with the United States Postal Service (USPS) and sometimes the misdirection of ballots. The primary purpose of this redesign was to prevent that issue and ultimately the disenfranchisement of voters.



EPB Practice & Education Day

The QVF Help Desk is hosting an EPB Practice Day for all EPB users on **October 8, 2019**. We are dedicating this day to answer questions about the Electronic Poll Book and provide webinars about this topic. Blocking off this day a month before the election will allow you to spend some time preparing your laptop for the election, practice the EPB, and take the time to learn more about the EPB download from QVF Refresh and other useful practices. Since the QVF Help Desk will be less busy October 8 than we will be right before or on Election Day, we can dedicate more time to answering your questions on practice day.

Throughout the day we will conduct teleconference webinars, answer your phone calls, and assist you as you pull out those laptops and begin practicing for the November 5, 2019, election.

The agenda for the day includes:

- QVF Refresh EPB Training Webinars
- EPB Preparation Information Webinar
- EPB Practice Scenarios
- EPB Download Stress Testing
- Lots of staff available to answer your EPB specific needs

To participate in a webinar, you must sign up to get the login information. Seating is limited. To sign up, login to the [eLearning Center](#) and select your preferred webinar(s). Consider inviting

The new design ([view example here](#)) has a more modern look and feel including a few small details that should have big impacts on voters properly returning their ballot. This includes:

- The voter's signature on the backside of the envelope, the side they will see when sealing the envelope.
- The ballot label will be on the backside of the envelope, allowing you to view the ballot number without flipping over the envelope.
- Clear language (when not prescribed by law) to explain delivery options.
- Coloring for outgoing and return that allows us to train USPS to know that blue should be going to a voter, green to a clerk. Other states are adopting the same color scheme which will help with ballots being sent outside of Michigan as well.

The new design will be rolled out in 2020 beginning with the Presidential Primary. These items will be reimbursed as part of the Presidential Primary reimbursement process.

Careful consideration has been given to the new designs and with the anticipated increase in absentee voting that we are expecting after the passage of Proposal 18-3 last November, it is extremely important that we all make every effort to ensure the process goes as smoothly as possible for the voters in Michigan and that every valid vote counts. Use of the new voter ballot envelopes being across the state is key in ensuring voters ballots are sent to them or the clerk as appropriate.

More Proposal 18-3 Town Hall Sessions Scheduled

In April, we released a required online training course, [Proposal 18-3 & Election Administration](#). The course covered the changes to election law from the passage of Proposal 18-3. More than 2,300 election administrators have completed the online course. If you haven't taken the course yet, please do so as soon as possible.



your fellow clerks and/or staff to all view the webinar in a group to allow for more attendees on the line.

Electronic Pollbook Refresh Training for Current EPB Users

This is an in-person presentation style class (not hands on) for current users of the ePollbook interested in a demonstration of the QVF Refresh changes to the EPB and a review of basic EPB procedures. Four sessions have been scheduled in September and October for those conducting a November election or those looking ahead to next year.

To attend, you must register in the [eLearning Center](#). We are looking forward to supporting users across the state with their EPB needs.

Special News Update November Election Series



The November 5, 2019, election is rapidly approaching.

Just over 600 jurisdictions in the state will be conducting an election.

Beginning Wednesday, September 18, BOE will start sending out a special series of News Updates for the November election. The Special Edition November Election Reminders News Updates will be sent only to those jurisdictions and counties that have voters with a November 5 election.

Review the [November 2019 Election Dates and Deadlines Calendar](#) to start preparing.

In April and July, we also scheduled in-person "town hall" training sessions for those who have more questions and want to talk to a trainer. Several more sessions are being scheduled near jurisdictions conducting elections in November.

Sessions that start the week of September 30 have been scheduled, others are in the process and should be listed by the end of the week. To sign up for a session near you, register for the [Proposal 18-3 Election Administration Town Hall Session in the eLearning Center](#). Attendance at these sessions is optional.

Don't forget: We've run many articles in the News Update regarding Proposal 18-3, modified all of the Election Officials' Manuals, and have a Frequently Asked Questions document available for your review. If you have other questions about the new laws and process, don't hesitate to contact us.

Voter Participation Center Mailing



The Bureau of Elections has received word that the Voter Participation Center (VPC) and Center for Voter Information (CVI) will once again be mailing voter registration forms to possible unregistered voters across the state. When applicants return completed forms to the BOE, we will sort them and send them to the appropriate local clerk.

Other than the approval of the voter registration form, the BOE doesn't have any other connection to this project.

If voters have questions regarding how these organizations obtained their nonregistration or registration information, direct them to VPC via email info@voterparticipation.org or telephone: 877-255-6750 or CVI's website. The VPC logo seen above may help you when communicating with your voters.

BOE Question of the Week:



Someone in my office is not receiving the News Update; how can they sign up?

Answer: Clerks and Deputy Clerks are added to the News Update mailing list as eLearning Center accounts are added or deleted. If you'd like others to receive the News Update, scroll to the bottom of this News Update and click on the



Michigan Bureau of Elections

News Update

for Election Administrators

September 10, 2019

Automatic Voter Registration



Automatic Voter Registration

(AVR) rolled out in the branch offices today. Now, customers at branch offices for driver's licenses (DL) and personal identification cards (PID) who are eligible but not currently registered to vote will be automatically registered to vote unless the person opts out. Instead of filling out a separate voter registration form, the voter registration question is now built into the [driver's license application](#). Each customer who goes in for a DL or PID transaction (new, renewal, change of address, etc.) will fill out a form which will include a citizenship question, and an opt-out box that eligible customers may check if they do not wish to be registered to vote. Branch office staff will verify eligibility during the DL transaction; non-citizens and other ineligible customers will not be registered regardless of whether or not they check the opt out box.

What does this mean for me?

Forms and process are changing, but you will continue to receive voter registration information electronically through QVF. The branch office voter registration application form number ED-74 (a.k.a. the "blue and white") will now function as a [receipt](#). You will continue to be mailed the blue and white, but there is no longer a need to verify a new voter signed the form, and therefore you will no longer need to mark any voters who registered through a branch office "verify-sign registration card." You also no longer need to verify an applicant checked the citizenship box. Both signature verification and eligibility verification will occur at the branch. When you receive a branch receipt, you need to simply do the following:

1. verify the voter is in QVF
2. enter the voter in to QVF if they are not

IN THIS ISSUE

- Automatic Voter Registration
- EPB Requirements
- QVF Refresh Update
- EPB Practice and Education Day
- BOE Question of the Week



QVF Refresh Update

The QVF Release Notes for September 6, 2019, are as follows:

Reports.

- Daily AV Report now has an option to show FOIA Exempt fields of email address and phone number when selecting the CSV output option. The default is not to show either of these.
- Most reports now default to "no" for non-disclosable information. When the report contains non-disclosable information, the report has the following statement: "This report contains non-disclosable information, do not share with public."

3. print a mastercard
4. print and send a voter identification card

There may be a short period of time when you receive both the old and new versions of the blue and white, but this will end once all of the old blue and whites sent prior to Sept. 9 are received. While this new version does not contain a signature, QVF will be updated with the digital signature once all of the server processes occur.

Finally, eligible customers who update or renew their DL or PID online will also be automatically registered to vote unless they opt out. You will also receive this information through QVF.

Automatic voter registration does not change the process for currently registered voters. Those who are updating their DL addresses will continue to have their voter registration address updated. A currently registered voter will not cancel their registration by opting out of voter registration on a DL form.

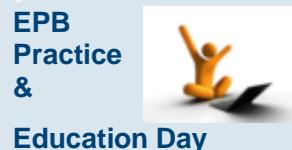
Electronic Poll Book (EPB) Requirement Updates



In order to assist you as you are preparing for the 2020 election cycle, the [Electronic Pollbook \(EPB\) Requirements document](#) has been updated to reflect the new purchase minimum and preferred requirements. The "Purchasing New" section provides the updated requirements and the "Existing Computer Requirements" section is for the laptops you already have and maintain.

Many of the Purchasing New requirements are based on minimum industry standards in today's market. The Minimum Requirements computer is affordably priced and the Preferred Requirements is generally priced at mid-range in today's market.

- Appointment Credential Report properly populates the clerk's number on this report.
- AV Rejected now shows the rejected reason on the csv file output.



Education Day

The QVF Help Desk is hosting an EPB Practice and Education Day for all EPB users on **October 8, 2019**. We are dedicating this day to answer questions about the Electronic Poll Book and provide webinars about this topic. Blocking off this day a month before the election will allow you to spend some time preparing your laptop for the election, practice the EPB, and take the time to learn more about the EPB download from QVF and other useful practices. Since the QVF Help Desk will be less busy on October 8, 2019, we can dedicate more time to answering your questions on practice day.

Throughout the day we will conduct teleconference webinars, answer your phone calls, and assist you as you pull out those laptops and begin practicing for the November 5, 2019 election.

The agenda for the day includes:

- QVF Refresh EPB Features and Discussion Webinar

- QVF Refresh EP – Preparing for 2020 Webinar
- EPB Practice Scenarios
- EPB Download Stress test for all jurisdictions
- Lots of staff available to answer your EPB specific needs

**BOE
Question
of the
Week:**



*How does
a voter have to submit a
spoiled ballot request in
writing?*

Answer: As long as you receive something from the voter with a signature that can be confirmed with their signature in QVF or on the voter's mastercard, the manner in which it is sent to you does not matter. An email, text, fax, postcard, etc. are all acceptable.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links





Michigan Bureau of Elections
News Update
for Election Administrators

September 3, 2019



Special School Elections & Proposal 18-3

As a reminder, local jurisdictions may no longer "opt-out" of the issuance of absent voter ballots for an election. Both the Michigan Constitution as amended by Proposal 18-3 and accompanying legislation passed last year require clerks to be available for the issuance of absent voter ballots and voter registration for all elections, regardless of local clerk duties established in current school election coordinating committee plans.

While local jurisdictions may continue to opt-out of polling place functions, clerks for each jurisdiction with voters in the special school election must now:

- issue all absent voter ballots, including military and overseas voters, beginning 45 days prior to an election
- keep the clerk's office open for at least eight hours (in some combination of Saturday and/or Sunday hours) the weekend prior to the election for issuance of absentee ballots and voter registration, and post and enter into QVF the eight hours the clerk's office will be open
- be open from 7 a.m. to 8 p.m. on Election Day to process same-day voter registrations and issue absent voter ballots to those voters if they choose not to go to the polls

Review the [Consolidated Election Instructions and Absentee Ballot Transmittal Form](#) for more information.

IN THIS ISSUE

- Special School Elections & Proposal 18-3
- AV Processing & Funding Survey
- Temporary Precinct Consolidations for November Elections
- New Affidavits of Identity & Declaration of Intent
- BOE Job Opening
- BOE Question of the Week

New Affidavits of Identity & Declaration of Intent



The Forms Committee has completed the revision of the following forms:

- [Affidavit of Identity](#)
- [Affidavit of Identity - Precinct Delegate](#)
- [Write-In Declaration of Intent](#)

2020 candidates should use these new forms. However, the 2/2019 version of the Affidavit of Identity is also acceptable. All others should be destroyed.

The Precinct Delegate Write-In Declaration of Intent form is still under

AV Processing & Funding Survey

We'd like to hear from all clerks about their current processes and interest in applying for AVCB tabulator grant funds. Please answer this [brief Election Day absent voter ballot processing survey](#) to help us gather more information about your process and needs.



Temporary Precinct Consolidations for November Elections

Election Commission Requirements

The deadline for temporary precinct consolidations for the November election is **Friday, September 6**. Things to remember:

- the Election Commission must pass a resolution
- a consolidated precinct cannot contain more than 5,000 active registered voters
- only whole precincts may be combined
- voters must be notified by mail if their polling location has changed
- notice must be posted at the closed polling location and provide directions to the new polling location
- temporary consolidations are only permissible in non-state/federal elections

For more information regarding the temporary consolidation of precincts, please refer to [Chapter 14 of the Election Officials' Manual](#) or the online course titled [Voting Precincts and Polling Locations](#).

revision and will be forthcoming.

BOE Job Opening



The Bureau of Elections is hiring a new Election Specialist to support the implementation of no-reason absentee voting.

This Election Specialist position's main responsibilities would be:

- develop and maintain training materials and conduct training for in-person and online training
- coordinate and manage data collection and reporting requirements
- coordinate and manage communication plans
- assist with the oversight of Michigan's nearly 1,600 county and local election offices in the performance of their duties to ensure proper practices and procedures
- assist with specialized projects and complete other advanced election related tasks

This is a two-year limited term position that may be extended. This posting comes down at midnight September 11. [Use this link to apply.](#)

**BOE
Question
of the
Week:**



*We're
having a special election,
can we send AV
applications to voters
who are being sent to a
consolidated precinct?*

Answer: No. A voter must request an application or to be placed on the permanent AV list. However, in the notice, the option to vote absentee and a url to an application can be provided.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



Michigan Bureau of Elections
News Update
for Election Administrators

August 26, 2019

August Election Risk Limiting Audit Pilots



Another round of risk limiting audit pilots have been scheduled. Risk limiting audit (RLA) pilots will be conducted to verify the August election results of the Washtenaw ISD and Marquette County elections.

An RLA is a comprehensive check that uses statistical methods to confirm whether reported election results are correct and to detect possible anomalies whether from error or possible manipulation that may need further scrutiny. In the two pilots, ballots will be randomly selected based on a mathematical formula to confirm that the ballot tabulators tallied them correctly.

In December 2018, the first RLA pilots were conducted in Michigan in the cities of Kalamazoo, Lansing and Rochester Hills with the goal of determining how risk limiting audits could be rolled out statewide. Further pilots were conducted after the May 2019 election in Muskegon County, Lansing Public School District jurisdictions, and Wyandotte City.

In 2018, the state of Colorado, which has a by-mail election process, used risk limiting audits for the first time statewide. Michigan's highly decentralized elections system features both Election Day and absentee voting administered by the 1,520 city and township clerks across the state, which is unique for a state of Michigan's population and geographic size. Other states, including Rhode Island and Virginia, will start using them statewide in future election cycles.

The August pilots will continue the evaluation process started at the December pilot. The pilots will be held as follows:

IN THIS ISSUE

- August Election Risk Limiting Audit Pilots
- Counties Send November Election Ballot Proofs
- November AV Ballot Application
- QVF Refresh Update
- BOE Closed Labor Day
- Reed College/Democracy Fund Mailing
- Rochester Hills City Clerk Appointed to EAC Board of Advisors
- BOE Question of the Week

QVF Refresh Update



QVF Refresh Software Release for August 23, 2019

Election Inspector.

- Ability to delete titles already in QVF.
- Inspector assigned a deleted title previously will still display the deleted title.
- Made a payment column available in the title lookup tab.

September 5, 2019 at 9 a.m. - Washtenaw ISD Election (includes Washtenaw, Jackson, Livingston, Monroe, and Wayne counties) – Washtenaw Intermediate School District Vogel Rooms A & B; 1819 South Wagner Road, Ann Arbor

September 10, 2019 at 5:15 p.m. - Marquette County Election – Marquette Township Hall, 1000 Commerce Drive

The pilots are open to the public, and we encourage county and local clerks to attend.

Submit August Ballot Proofs to the Bureau of Elections

Counties please forward a copy of your ballot proofs in PDF format to the Bureau of Elections prior to production. Bureau staff will review all ballots to ensure that they conform to the current ballot production standards.

Submit all proofs by email to the attention of Carol Pierce at PierceC1@Michigan.gov. Please include "Ballot Proofs" and the name of your county in the subject line of your email submission. If corrections are needed or any changes are made to the ballots following submission and/or approval, the PDFs must be re-submitted.



November AV Ballot Application



The printable AV ballot applications on the Bureau of Elections' website have been updated for the November election. Various versions of the form can be found on the [Information for Election Administrators page](#).

BOE
Closed
Labor
Day



The Bureau of Elections will be closed Monday, September 2 in observance of Labor Day. The next News Update will be September 3.

Reed College/
EVIC Democracy Fund Mailing

Paul Gronke (a professor at Reed College with a long history in election research) is working with the Democracy Fund to do a survey of local election officials. The goal of the survey is to amplify the voice of local election officials for discussions about election administration, integrity, and conduct. This effort is a collaboration between Democracy Fund and the Early Voting Information Center at Reed College. The survey itself should take only 10 minutes and asks for the opinions and perceptions of local election officials on topics such as how election administration has changed over time, the costs/benefits of election technology, and views on various election modernization efforts.

This year the survey will be mailed to a sample of 3,000 local election officials. The mailing will go out this week. Please know this is a legitimate survey, and you should feel free to respond. For more information on the project, including results from the 2018 survey, visit the [Reed College information page](#).

**Rochester
Hills City
Clerk
Appointed
to EAC Board of
Advisors**



[Rochester Hills City Clerk Tina Barton](#) was recently appointed to the [EAC Board of Advisors](#) through the U.S. Conference of Mayors. The board of advisors is a 35-member board composed of representatives from several national organizations such as the National Governors Association, National Conference of State Legislatures, National Association of Secretaries of State, and others.

Please join us in congratulating Clerk Barton on this appointment. We know she will represent Michigan well.

**BOE
Question
of the
Week:**



[Are the 2020 calendars available?](#)

Answer: Yes. All 2020 calendars are now available on the [Department of State website](#). The digital calendar will be updated soon.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links





Michigan Bureau of Elections News Update

for Election Administrators

August 19, 2019

Urgent Notice for Windows 10 Users - Update Needed



Microsoft has discovered two critical vulnerabilities in their operating system that could spread malware and viruses. Malware and viruses can spread even if the user hasn't taken any action, and the user won't know they are spreading. Microsoft has asked users to be proactive and update your system immediately.

Windows 10 users who have enabled automatic updates already are protected. For those who update manually, they can click the search button and type "Windows Update" to access the update tool.

Other operating systems, such as Windows XP, aren't affected.

Please update your system as soon as possible and pass this information along to your IT department/staff.

Precinct Boundary Changes Due January 7



Pursuant to Michigan election law, the boundaries of all precincts that will be used to administer the March, May, August and November elections in 2020 must be **finalized by a resolution** by the local Election Commission no later than January 7, 2020.

Any precinct with more than 2,999 active registered voters must be split at this time. Precinct boundary alterations made by the January 7, 2020 deadline must go into effect no later than February 6, 2020. (MCL 168.661(2)).

If your jurisdiction alters any precinct boundary, please submit the following: 1) a copy of the Election Commission

IN THIS ISSUE

- Special Notice for Windows 10 Users
- Precinct Boundary Changes Due January 7
- QVF Refresh Update
- AV Processing Survey and Final AV Focus Group Meeting
- BOE Question of the Week



QVF Refresh Update

QVF Refresh Software Release for August 16, 2019

Quick Match.

- Questionable matches now have an additional pop up message that asks the user to double check their data entry to confirm that it is accurate before registering the new voter.
- Added a check mark when a voter is highlighted.
- Voters entered with a DLN in Quick Match that don't contain a DLN in their voter record (or the other way around)

resolution authorizing the precinct boundary alterations 2) a copy of the jurisdiction's current street index marked to show the changes 3) a map of your old (current) precinct boundaries 4) a map of your new (proposed) precinct boundaries 5) a written description of your new precinct boundaries and 6) a list of your new precincts along with the corresponding polling location. Please include the name of the building and the address of each polling location. Please mail, fax, or e-mail to the attention of Nicholas Daum, Bureau of Elections, PO Box 20126, Lansing, MI 48901-0726. Email: DaumN1@michigan.gov. Fax: 517-636-6133.

The information will be used to ensure that the Statewide Street Index is properly coded for your city or township.

Updating the QVF street index with new precinct boundary information requires a tremendous amount of Bureau of Elections staff time and effort. Please submit your precinct boundary change requests to the BOE **as soon as you possibly can** to ensure that we are able to process the numerous expected requests in a timely manner.

For more information on precinct boundary alterations, review the online course "Voting Precincts & Polling Locations" or [Ch. 14 - Establishing Voting Precincts and Polling Places of the Election Officials' Manual](#).

will return as a possible match.

AV Application. Added the ability to add the Perm AV box to the application through Preferences for a single application (features already existed for dual applications).

AV List.

- Corrected time option so that any hour can be selected from the time selector.
- Added Residency Verification options to filter the report that include All, DL/PID Confirmed Residency, ID/Affidavit + Other Residency Confirmation, and None.

AV



Processing & Grant Funding Survey and Final AV Focus Group Meeting

As the first step in a project to identify best practices and efficient processes for processing absent voter ballots on Election Day, the Bureau of Elections has been conducting focus group meetings around the state.

This project will cover in precinct processing and absent voter counting board processing by regular tabulator(s) and high speed tabulator.

We have had a fantastic turnout and found the sessions well received by election administrators.

Now we'd like to hear from those that were not able to attend and those interested in applying for AVCB tabulator grant funds. Please answer this [brief Election Day absent voter ballot processing survey](#) to help us gather more information about your process.

Our final focus group session will be held this Thursday, August 22 from 9 a.m. to 3 p.m. at Garfield Township Hall (Grand Traverse County).

To assist with proper planning, we ask that participants register in the [eLearning Center](#). The sessions are titled "LPI Focus Group - AV Ballot."

**BOE
Question
of the
Week:**



*Is there a
May election date in
2020?*

Answer: Yes. The May election date is available for special elections. Election dates for 2020 are March 10, May 5, August 4, and November 3.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



Michigan Bureau of Elections News Update

for Election Administrators

August 12, 2019



Universal Postal Union

The United States is part of the Universal Postal Union (UPU), a compact involving numerous countries to receive and deliver each other's mail and govern postal rates that countries charge. The U.S. has issued an intent to withdraw from the UPU. If that were to occur, the U.S. reportedly would seek bilateral agreements with countries individually to accept and deliver our mail. This could impact military and overseas voters, beginning with the November 2019 election. The withdrawal would occur October 17.

The Bureau of Elections is receiving regular updates on this matter from national sources, and we will keep you informed as we learn more. But in the meantime, what can election administrators do to be prepared?

- Review your list of military and overseas voters and prepare a communications plan. Requesting and returning ballots earlier could help avoid problems caused by mail delays.
- Ensure new military and overseas voters know about their option to email or fax the FPCA, which will allow them to register to vote and request an AV ballot.

Please continue to read the weekly News Updates for ongoing developments.

Updating Voting History - August Election

History for the August election should be uploaded immediately and no later than within seven days of the election. **All voting history must be entered now.**



IN THIS ISSUE

- Universal Postal Union
- Updating Voting History - August Election
- QVF Refresh Update
- 2020 Presidential Primary Calendar Available
- BOE Question of the Week



QVF Refresh Update

QVF Refresh Software Release for August 9, 2019

The following software changes have been released:

Help Menu. The Help Menu has been expanded to include EPB Reference Manual, QVF Videos, EPB Videos in addition to the existing QVF Reference Manual.

AV List. Email address shows under the Voter Name/ Mailed to Address on the AV List Report when "Show Email" is set to "Yes". The report is in both pdf and csv format.

AV Scan.

- Allows Perm AV to be checked for a given election

Corrections should be entered as soon as possible following the county canvass.

What system do I use? QVF Refresh should be used for all functions including the EPB upload and manual adjustments via the Voting History Module.

Updating voting history changes "verify" or "challenged" statuses to "active" and turns off the cancellation countdown where necessary. Accurate and timely entry of voting history ensures voter registration records that had been on the cancellation countdown become active and aren't cancelled after two general elections.

There are some circumstances that require you to manually add or remove a voter's history for an election including:

- Voters added to the Unlisted tab in the ePollbook or manually added to the Precinct List, once voter registration issues have been resolved (**NEW**: Any voter with a DL/PID entered on to the Unlisted tab is updated automatically and doesn't need to be manually updated)
- Voters who received provisional envelope ballots: If counted.
- You must also manually remove voting history for AV voters whose ballots were received in QVF and rejected later, most commonly if a voter passes away before Election Day or the voter didn't sign their AV envelope by Election Day.

SPECIAL NOTE: If an election other than August 6, 2019, was downloaded and used on Election Day, you MUST MANUALLY enter the voting history. DO NOT upload the EPB voter history file for a wrong election.

For instructions on manually recording voting history and/or making corrections, review the [QVF Refresh Manual Chapter 5](#).

For instructions on uploading EPB Voter History into QVF or the EMP, review pages 40-41 of the Electronic Pollbook User Manual.

without receiving an av application. (Note: working on additional development that don't require the user to select an election to be released soon.)

- Email address and phone number now show up in the pop-up window

Comments. Allows Basic Users to add comments to the voter registration screen.

EPB Voting History Report.

Provides a report of the voting history uploaded from the EPB and can be filtered by listed and unlisted voters and with or without history.

2020

2020

Presidential Primary Calendar Available

The [March 10, 2020 Presidential Primary Calendar](#) of dates and deadlines has been posted. Please note that the Legislature still has the authority to change this date and has done so as late as October of the preceding year.

BOE Question of the Week:



My contact information is not correct on the Michigan Voter Information Center (MVIC) website. How do I correct it?

Answer: The contact information for the local

clerk found on MVIC is fed by the Clerk Contact data stored in QVF. If your information is incorrect, update QVF. If your Jurisdiction Election Email is incorrect, use the [Jurisdiction Election Email Form](#) in the eLearning Center to correct it.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



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Michigan Bureau of Elections

News Update

for Election Administrators

August 5, 2019

Disability Training for Election Inspectors

Guest article from Lansing City Clerk, Chris Swope

My office recently partnered with Michigan Protection and Advocacy Service, Inc. (MPAS) to train our election inspectors to better assist voters with disabilities. I wanted to make you aware of the opportunity and benefits of a partnership with MPAS as you prepare your own election inspector training.



After every election, I send out a survey to our Election Inspectors asking them questions about their Election Day experience. I was surprised at the number of inspectors who indicated they did not feel comfortable with the Voter Assist Terminal (VAT). I believe the VAT is not utilized enough in the precinct, and consequently, inspectors do not have the exposure or knowledge of how to use it properly. Therefore, I made a decision to require every inspector to complete a specialized, hands-on training with the VAT prior to our August 2019 City Primary. I reached out to MPAS to collaborate on this endeavor.

MPAS is a nonprofit organization designated by the Governor to advocate and protect the legal rights of people with disabilities in Michigan. Part of their platform is to provide assistance and resources to ensure an inclusive and equal voting experience for individuals with disabilities.

An advocate from MPAS came to each of our training sessions. They were there to educate our Election Inspectors on best practices of how to interact with disabled voters, and to raise awareness and discuss the barriers to voting for people with disabilities. As a result, more than 200 of our inspectors are better prepared to assist all voters, including those with disabilities. Their involvement really elevated the importance of knowing

IN THIS ISSUE

- Disability Training for Election Inspectors
- Tomorrow is Election Day
- New Accreditation Classes Available
- BOE Question of the Week



Tomorrow is Election Day

Approximately 325 jurisdictions will be conducting elections in some manner tomorrow. View the [list of August elections](#) for more details.

If your jurisdiction does not have an election tomorrow, please note we must make Election Day related calls and emails a priority. We will answer non-Election Day related questions as we have time and as soon as possible after the election.

New



Accreditation Classes Available

Three sessions of Election Officials' Accreditation for

how to operate the VAT for my inspectors. It also triggered thoughtful discussions on how some of our precincts could be more accommodating for all voters.

MPAS is willing to provide similar trainings and/or provide additional resources to clerks throughout the State. "We certainly appreciate the opportunity to be pro-actively involved with election worker training," said MPAS Director of Public Policy and Media Relations Mark McWilliams. "We look forward to other occasions to advocate for our constituency and encourage their voice to be heard in the democratic process."

Part of my mission for this training was to make sure my inspectors are trained properly so people who need to use the VAT are able to use it. I decided to take this one step further in this next election. My inspectors will ask all voters if they would like to use the VAT. To promote this, I am holding a contest for my precincts in which the team that has the most voters use the VAT will win a prize. My hope is to increase the comfortability of both my inspectors and my voters.

I know clerks have so much on their plates, however I really encourage you to reach out to MPAS or a similar organization as you prepare your upcoming training plans for Election Inspectors in 2020.

new clerks have been scheduled as follows:

September 26 & 27; Delta Township Hall; near Lansing

October 10 & 11; Delta Township Hall; near Lansing

October 22 & 23; Marquette-Alger RESA in Marquette

The first day of each class will be from 10 a.m. to 4 p.m. and the second day from 9 a.m. to 1 p.m. This in-person class is one part of the [Initial Accreditation Curriculum](#) found in the [eLearning Center](#).

All new clerks are required to attend the one and a half day in-person class as part of the initial curriculum. Other new election officials are also welcome. This class is only for people who haven't previously been accredited. Registration is required via the [eLearning Center](#).

**BOE
Question
of the
Week:**



Which division of the Bureau of Elections do I call when I have a question?

Answer: Reference the [Bureau of Elections Contacts for Election Officials](#) for which division to contact based on your question.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.



Michigan Bureau of Elections

News Update

for Election Administrators

July 31, 2019

Special Edition - August Election Reminders

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 6, 2019, election.



Technical Support

The following support will be available from the QVF Help Desk and BOE Election Specialists prior to and on August 6:

* Saturday, August 3 and Sunday, August 4 The QVF Help Desk and Election Specialists will provide support from 8 a.m. until 5 p.m. each day

* Monday, August 5: Election Specialists and the QVF Help Desk will be available from 8 a.m. until 6 p.m.

* Election Day (Tuesday, August 6): Election Specialists and the QVF Help Desk will be available from 6:30 a.m. until 10 p.m.

***NOTE:** If your call goes to voicemail, please leave a detailed message and your call will be returned as quickly as possible.

The number for the QVF Help Desk is: 800-310- 5697.

Numbers that can be used to reach Election Specialists: 800-292-5973 or 517-335-3237.

Review the [Bureau of Elections Contact Information Who to Contact listing](#) to get connected to the correct division faster.

IN THIS ISSUE

- Technical Support
- Reminders: Saturday and/or Sunday Office Hours, AV Ballot, and Voter Registration
- Handling Emergencies on Election Day
- Election Night Material Delivery



Handling

Emergencies on Election Day

As the August Election approaches, it is important to take a moment or two to review emergency procedures. Remember: County and local clerks cannot shorten or extend the polling hours unless and until directed to do so by individuals who retain the proper legal authority.

If an emergency occurs within your jurisdiction that could potentially interrupt the voting process or closes one or more polling places in your jurisdiction, take direction from local law enforcement officials and call the Bureau of Elections as soon as possible. If it is necessary to evacuate a polling place for any reason, instruct the precinct board to take possession of the

Voting Equipment Vendor Contacts: [Click here for list](#)



Reminders: Saturday and/or Sunday Office Hours, AV Ballot and Voter Registration

Final reminders regarding absentee ballots and voter registration:

Absentee ballots may be mailed via first class mail to a voter up until 5 p.m. Friday, August 2.

Local clerks or other authorized personnel appointed by the clerk must be available in the clerk's office for at least 8 hours offered in some combination of hours Saturday, August 3, and/or Sunday, August 4. Those hours should have been published, posted and submitted to BOE via QVF by July 8.

On Saturday and/or Sunday, voters may register to vote with residency verification and/or request an absentee ballot in person. During that weekend voters may take any AV ballot issued with them - it doesn't have to be voted in the clerk's office.

The Emergency Absentee Ballot window starts after 5 p.m. Friday, August 2 and goes through 4 p.m. on Election Day.

On Monday, August 5, voters may request an absentee ballot in person and vote the ballot in the clerk's office until 4 p.m.

On Election Day, voters who register to vote with the local clerk must show residency verification and may vote either an absent voter ballot with the clerk or vote at the precinct.

Absentee ballots must be returned by 8 p.m. on Election Day.

Check the post office after normal delivery for late arriving ballots on Election Day.

For full instruction on the Absentee Voting Process review [Ch. 6 of the Election Officials' Manual](#).

poll book before leaving the polling place.

If an emergency occurs outside your jurisdiction that raises questions over the interruption of the voting process or the suspension of the election, do not take action unless or until you receive direction from the Bureau of Elections. Polling hours cannot be extended beyond 8 p.m. without a court order.

Minor Emergencies

Power Outages - Tabulators, some VATs and Electronic Pollbooks will run for a significant amount of time if properly charged. Keep devices charging on Election Day!

Laptop/Flash Drive Malfunctions - Have precinct lists and pollbooks available for **immediate use** by election inspectors in the event of an EPB failure.

Also consider having a backup encrypted flash drive available for use.

Reminder: In the event of a wide-scale emergency on Election Day, the Bureau of Elections will send a News Update.



Election Night Material Delivery

For local elections not held in conjunction with a **county** or state election, local clerks may deliver election materials to the County Clerk and Board of

Canvassers the day after the election (Wednesday, August 7) by 11 a.m. The County Canvass must begin no later than August 8 at 9 a.m. and conclude by August 20. Local clerks are advised to coordinate the delivery of election materials with their County Clerk. (MCL [168.809](#) & [168.821](#))

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

July 29, 2019

Effective Communication

Guest article from Ottawa County Clerk,
Justin Roebuck



When Proposal 18-3 passed last November, it ushered in the largest changes to our elections process that we have seen in a lifetime. These changes will certainly benefit many of our voters. However, there is also a significant need for election officials to communicate this information effectively.

Good information is key. As election officials, we have a special responsibility to ensure that our voters have the most accurate information available. We are held to the highest standards for accuracy in the way we conduct our elections, and rightly so. This accuracy should also extend to everyday questions posed by our voters. High quality information not only better serves our voters, it also reduces confusion and alleviates pressure on our offices as election season approaches.

Be consistent. Be consistent. Be consistent. Voters receive a barrage of information from a wide variety of sources, some good, some bad, and some incomplete. The best way stand out in this environment is to provide consistent, simple, and accurate information. To do this:

- **Be ahead of the game.** The best way to fend off bad information is to beat it to the punch. If someone shares inaccurate information, the best defense is to have the accurate information already available to your voters on your website and social media.
- **Stay on message, and stay positive.** Correcting bad information on the internet is the definition of a futile task. Instead, focus on what your voters truly

IN THIS ISSUE

- Effective Communication
- Beware of Suspicious Emails
- National Voter Registration Day
- Proposal 18-3 Registering New Voters
- Voting Instructions
- BOE Question of the Week



National Voter

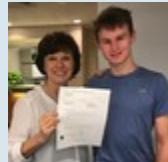
Registration Day

This year's National Voter Registration Day is scheduled for September 24. Events are scheduled around the country but very few events are scheduled in the State of Michigan.

Let voters know that your office is open to take voter registrations! You don't need to hold a huge event to participate.

For more information and to sign up to be a voter registration partner, visit the [National Voter Registration Day website](#).

Proposal 18-3



Registering New Voters

need to know: how to register, when and where to vote, how to vote by mail, etc.

Things to consider. As you think about your communication strategy for the 2020 election cycle, here are a few things that our office has found useful:

- **Make sure to have a central source of voter information for new voters or “new to your community” voters.** Having this information readily accessible has made a notable difference over the years for us in alleviating the call volume from voters leading up to a busy election.
- **This is a question I am always asking myself: “Is my voter information easily understood by someone who is not an ‘election nerd’”?** Have someone new to your office or in another department review your information and see if it makes sense to them.
- **Develop simple graphics that have the basic points that you want to communicate.** Make these sharable so that others can pass the word on.
- **Social media platforms like Facebook and Twitter allow you to schedule posts out months in advance.** I know we'll be a bit busy in the two weeks leading up to an election in my office – but that is the time frame when most voters are looking for good information – so use any down time days to schedule those posts to appear when it's appropriate. We each know our communities best, but as the use of social media expands to more and more demographics, I've found this has been a critical and helpful tool in our communication arsenal.
- **If you haven't reviewed the information that is on your website, now is a critical time to do it!** We've had more change occur in the last six months than in the last six decades, so there is a good chance that information you have should be changed or clarified.

It's not possible to over-communicate. Leadership coach and author Patrick Lencioni cites studies that find most people do not *feel* they have been communicated with until they have heard a message at least seven times. He urges leaders of teams to “beat the drum” consistently on communicating their message. It may seem to YOU like

Pictured to the right is Jan Roncelli, Bloomfield Township Clerk and the first voter she's registered in person in the final 14 days prior to an election. Data collected on new registrants is showing that voters of ages 18-21 are benefitting from the new registration rules the most. Make sure citizens that are not registered to vote or need to update their registration know their options. Display the [New Rights for Michigan Voters](#) poster.

Voting



Instructions

The Voting Instructions (What Every Voter Should Know poster) has undergone a major revision by the BOE Forms Committee. In addition, the Rights and Responsibilities posters and placards are now obsolete.

These two items have been combined and will be called the [Election Day Voter Information Display](#). A requirement of the Help America Vote Act and Michigan Election Law, this information display will now be poster size and reusable from election to election. A sample can be viewed in the [eLearning Center](#). As before, two posters are required per precinct.

The new posters were shipped to counties at the end of last week.

you've said it too many times, but chances are your team or your constituents don't feel the same way. The more we "beat the drum" of accurate and consistent information, the better we serve our voters.

If you'd like to see how we've been communicating with voters in our county, you can find us on Facebook [@OCClerkRegister](#), on Twitter [@OttawaElections](#) and on the web at [www.miottawa.org/elections](#)



Beware of Suspicious Emails

Last week, the EI-ISAC (Elections Infrastructure Information Sharing & Analysis Center) sent out an alert regarding suspicious emails received by different election offices across the country. The email contents were a little different than most phishing type emails we've warned about in the past.

Suspicious Email Contents:

From: 'first name, last name, random number'@gmail.com(Reported addresses: "liz.ross495@gmail.com" and "isabellalopez4325@gmail.com")

Subject: voter registration materials

Text Body: "Hi, I am looking for registration materials for my parents. After doing some research, I read that it would be best to contact your office directly. Do you have voter registration materials available at your offices? I live away from home now, so if my parents call or go to your offices, is there someone they could speak to for help? Thank you, I hope to hear from you soon."

Signature Line: First name, Last Name (Reported names: "Liz Ross" and "Isabella Lopez")

Analysis of the email identified JavaScript coding which could run remote content that was not easy to identify as there were no links or attachments to click on.

A little diligence and precaution can go a long way to protect yourself and your office. To protect yourself from malicious code embedded in an email:

**BOE
Question
of the
Week:**



Why do people like pineapple on pizza?

Answer: This issue may not be as divisive as you think. Read this [one pager](#) provided by the Cybersecurity and Infrastructure Security Agency to understand how foreign interference may exploit controversial topics.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



- Don't allow code to run (Windows generally asks if you want to do this with a pop up window) or display blocked pictures.
- Check your computer and web browser download folders for suspicious files (this folder is generally found under Quick Access in File Explorer).
- Install and run anti-virus and malware detection software.

Please stay alert, be wary of unusual emails, and remind your employees to do the same. There is no shame in calling or emailing someone directly to confirm that they meant to send an email. If you get a phishing email or any other suspicious email, please send it to the ISAC as an attachment: submission@malware.cisecurity.org.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

July 24, 2019

Special Edition - August Election Reminders

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 6, 2019, election.

Election Technical Preparations

As a reminder, EPB must be downloaded out of QVF. **REFRESH!** **Law requires** this download to occur after 4 p.m. the Monday prior to the election.



Remember ePollbook laptops require anti-virus, BIOS, and windows updates to be performed prior to installation of the EPB software. These items take time.

Review the [Laptop Preparation and Maintenance Instructions](#) today.

Call volumes will increase to the QVF Help Desk with technical questions about using the ePollbook and printing the Precinct List, so you might not be able to reach someone right away. There are many resources available to assist with these processes in the [eLearning Center](#).

EPB Refresh materials are available for clerks and election inspectors, including:

- EPB Manual – Windows 10 PDF
- EBB Precinct Inspectors Manuals – Windows 10
- QVF Refresh Features and Discussion on What's New video

IN THIS ISSUE

- Election Technical Preparations
- Ensure Your Jurisdiction Website is Updated
- Next Week's Requirements



Next Week's Requirements for the August Election

Notice of Election

Per MCL 168.653a, the Notice of Election for the August election must be published in a newspaper of general circulation by Tuesday, July 30.

The information requirements for millage elections has changed. Review [Ch. 16 - Pre- and Post-Election Information of the Election Officials' Manual](#) for full details on what should be included in the notice. A [sample Notice of Election](#) is also available.

Public Accuracy Test

The Public Accuracy test must be conducted by the Election Commission no later than Thursday, August 1. The meeting must be posted and held in accordance with the Open Meetings Act.

- EPB Challenge & Solutions video
- And many more...

If you have further questions after reviewing the materials above, please contact us.

For technical questions on the EPB or QVF Refresh, contact the Help Desk at 1-800-310-5697 or QVHelpDesk@Michigan.gov.

For procedure questions, contact the election specialists at 1-800-292-5973 or Elections@Michigan.gov.

If you call and are sent to voicemail, please leave only one message with detailed information about the problem you are encountering. This ensures a clean call log and allows the Bureau of Elections to return calls more efficiently.



Ensure Your Jurisdiction Website is Updated

To help clerks, we have begun reviewing local websites to make sure they have accurate information regarding the new voting opportunities in Michigan after the passage of Proposal 18-3. We have started with jurisdictions with an August election, and while many websites have excellent information for voters, we have found that some websites have no information, incomplete information, or inaccurate information.

Please take the time to review your local website and ensure it contains the following language:

1. The deadline to register to vote in any manner other than with the city or township clerk's office is 15 days before the election.

[Note: Please check your website and remove any language that leads voters to believe that they cannot register within 14 days of an election, such as "the registration deadline is 15 days before the election" or "30 days before".]

2. Voters may register up through the election day in-person in the city or township clerk's office with proof of residency. The city or township clerk's office will be open [insert your weekend before the election hours

Write-In Filing Deadline

The deadline for write-in candidates to file Declaration of Intent forms is 4 p.m. Friday, July 26, for the August Election.

If a write-in candidate has filed in your jurisdiction, be sure to review the [Write-In Section of the Managing your Precinct on Election Day - Election Inspectors' Flipchart](#).

Helpful Links



here; for example, Saturday from 9:00 am – 5:00 pm] to register voters and issue absent voter ballots.

3. All registered voters may vote from home. To request an absent voter ballot to vote from home you may use [this application](#), or you may send a signed request in writing to the clerk's office.

[Note: Please remove any references to voters having to give a reason for requesting an absent voter ballot, such as being over 60 years old. Additionally, if you have any information on your website that refers to the old “must vote in person” requirement for voters who registered by mail but hadn’t yet voted in Michigan, **please remove it immediately**. The MVIP requirement is no longer enforceable under the Michigan Constitution – all registered voters are entitled to receive an absent voter ballot to vote from home now.]

If you currently have no information on your website related to voting, please – at a minimum – provide a link to the Michigan Voter Information Center (MVIC, [Michigan.gov/Vote](#)) so that your voters can get up-to-date information regarding voting in Michigan.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

July 22, 2019

Special Edition - August Election Reminders

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 6, 2019, election.

Voter Registration

Monday, July 22, is the deadline for registering to vote in any manner other than in person at the local clerk's office to be eligible to vote in the August 6 election.



After Monday, July 22, and through Election Day, Secretary of State branch offices and agencies of DHHS that provide voter registration services will be providing customers who register with a notice informing the voter that he or she needs to take additional steps to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center.

Any voter registered by mail with a registration form postmarked after July 22 also must be sent a notice. This notice is generated in QVF by clicking on the Voter Notice button. The notice prints in a format that can be folded and placed in a windowed envelope. While this notice always must be sent by mail, we strongly encourage clerks also to use any phone number or email address provided to inform the voter of the additional steps needed to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center.

Registration in person with the local clerk

After July 22, voters still may register and be eligible to vote in the August election by appearing in person in the clerk's office and providing residency verification. A chart listing the acceptable forms of residency verification can

IN THIS ISSUE

- Voter Registration
- Use QVF Refresh for EPB & Precinct List

Use QVF Refresh for EPB & Precinct List



All clerks conducting an August 6, 2019, election **must now use QVF REFRESH** to perform all EPB tasks and printing of the backup Precinct List.

Helpful Links



be found on [page 13 of Chapter 2 of the Election Officials' Manual](#). When selecting Clerk's Office as the Registration Location in QVF, the system will prompt you to select what type of Residency Verification was provided. A receipt must be generated in QVF by clicking on the Voter Receipt button. You must provide this receipt to the voter. A [sample receipt](#) can be viewed in the eLearning Center.

Full instruction on the new voter registration process can be found in [Chapter 2 of the Election Officials' Manual](#).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

July 22, 2019

BOE Job Openings

The Bureau of Elections is hiring two Election Specialists.



The first Election Specialist position was announced in last week's News Update. The position's main responsibilities would be:

- develop and maintain training materials and conduct training for in-person and online training
- coordinate and manage data collection and reporting requirements
- assist with the oversight of Michigan's nearly 1600 county and local election offices in the performance of their duties to ensure proper practices and procedures
- assist with specialized projects and complete other advanced election related tasks

This posting comes down at midnight tonight. Use this [link](#) to apply.

The second Election Specialist position was posted on Friday. The position's main responsibilities would be:

- coordinate purchasing of election related publications, forms, and supplies
- analyze and summarize findings from tracking data collection and reporting
- provide technical expertise to the Election Liaison Section and Election Law Specialists
- assist with the oversight of Michigan's nearly 1600 county and local election offices in the

IN THIS ISSUE

- BOE Job Openings
- Public Hearing Scheduled July 29 on Election Security
- QVF Refresh Update
- AV Processing Focus Group Meetings Scheduled
- BOE Question of the Week

QVF Refresh Update



QVF Refresh Software Release for July 19, 2019

The following software changes have been released:

Mass AV Application. Removed the Perm AV box from the application (in Mass AV only).

Election Inspector. Allowed for editing email and phone number.

Electronic Poll Book.

- Corrected Ballot Summary to properly show Ballot Style Aliases and the

performance of their duties to ensure proper practices and procedures

This posting comes down at midnight Monday, July 29. Use this [link](#) to apply.

Full information on the job descriptions, benefits, and how to apply can be found at the links provided above.



Public Hearing Scheduled July 29 on Election Security

The Michigan Secretary of State Election Security Advisory Commission will present a public hearing on Secure Elections in Michigan from 4:30 to 6:30 p.m. Monday, July 29. The hearing will be at the University of Detroit Mercy's McNichols Campus in the Student Union Ballroom, 4001 W. McNichols Road.

To help safeguard our elections in 2020 and beyond, Secretary of State Jocelyn Benson has convened an Election Security Advisory Commission. This task force of election officials and security experts is looking at ways to improve security and will provide a list of recommendations to safeguard elections in Michigan against foreign interference and other threats to democracy.

The advisory commission is holding a series of meetings in 2019 and will make election security recommendations in advance of the 2020 elections. The public hearing July 29 is part of a comprehensive effort to obtain citizen input. The advisory commission invites members of the public to participate and share their election security concerns and items for further study.

numbering ranges.

- Ensured that Voter Remarks and General Remarks are accepted with special symbols.
- Made adjustments to process to ensure that reports are saved as PDF reports when saving to a folder.

AV



Processing Focus Group Meetings Scheduled

As the first step in a project to identify best practices and efficient processes for processing absent voter ballots on Election Day, the Bureau of Elections has scheduled five focus group meetings around the state.

This project will cover in-precinct processing and absent voter counting board processing by regular tabulator(s) and high speed tabulator.

We want as many election administrators to attend these focus group sessions as possible to share your processes, efficiencies, and struggles.

These focus group sessions will be held from 9 a.m. to 3 p.m. as follows:

July 25 - Marquette Township Hall (Marquette County)
Aug. 2 - Lansing City Election Unit (Ingham County)
Aug. 8 - Novi Civic Center (Oakland County)

Aug. 9 - Cascade Township District Library (Kent County)
Aug. 22 - Garfield Township Hall (Grand Traverse County)

To assist with proper planning, we ask that participants register in the [eLearning Center](#). The sessions are titled "LPI Focus Group - AV Ballot."

**BOE
Question
of the
Week:**



I have received a voter registration form for another jurisdiction. What should I do with it?

Answer: If a voter sends their registration form to the wrong clerk, please forward it to the correct local or county clerk. Clerk contact information is available in QVF.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links





Michigan Bureau of Elections News Update

for Election Administrators

July 15, 2019

BOE Job Opening

The Bureau of Elections is hiring an Election Specialist.



The Election Specialist position's main responsibilities would be:

- develop and maintain training materials and conduct training for in-person and online training
- coordinate and manage data collection and reporting requirements
- assist with the oversight of Michigan's nearly 1,600 county and local election offices in the performance of their duties to ensure proper practices and procedures
- assist with specialized projects and complete other advanced election related tasks

Full information on the job description, benefits, and how to apply can be found on the [Michigan Jobs web page](#). Applications will be accepted through July 22, 2019.

Filing Deadlines Approaching



As a reminder, a few filing and submission deadlines are approaching over the next two weeks for the November election:

July 23, 4 p.m. - Partisan and nonpartisan candidates; minor party candidates

July 30, 5 p.m. - Petitions to place proposals on ballot

IN THIS ISSUE

- BOE Job Opening
- Filing Deadlines Approaching
- QVF Legacy Shut Down
- BOE Job Openings
- BOE Question of the Week



QVF Refresh Software Release for July 12, 2019

The following software changes have been released:

Clerk Contact Lookup. Adjusts the latitude and longitude automatically when address is changed or updated.

EPB Ballot Summary. Adjusted summary to only reflect and show the information for the Inner Precinct selected.

•

•

BOE Question of the Week:



When can a voter legally sign a petition? Is it the Entry Date or Effective Date?

August 7, 4 p.m. - Candidates without political party affiliation who seek a partisan office

August 13, 5 p.m. - Ballot wording of proposals qualified to appear on ballot certified

For full details, review the [November 2019 Election Calendar](#).

QVF Legacy Shut Down



As has been communicated in previous News Updates, all users need to use QVF Refresh for their voter registration and election administration needs. We are in the process of shutting QVF Legacy down with the timeline listed below.

The following is the shutdown timeline and brief descriptions of the warning message users will see at log in to the QVF Legacy.



QVF Legacy Shutdown Timeline

July 15. Shut down process will begin. Any user entering the QVF Legacy system will see a pop up message at log in that will inform them that the system is scheduled for a shut down within 60 days and will be directed to use QVF Refresh. The message will further explain the shut down process with timeline.

August 15. All Legacy replica users will become “read only/guest users” and their ADMIN account will no longer be accessible. Data in the software will only be available on a read only basis.

September 15. All remaining Legacy replica user accounts will be permanently deleted. Users will no longer be permitted to log into their replica, and it will be decommissioned soon after this date.

Please make provisions now to gain the training necessary if you are not currently a QVF Refresh user. Classes are available in eLearning:

- **QVF Basic User Training** online (to search voters, track AV applications and ballots, perform

Answer: As soon as a voter's registration is entered into the QVF, they are registered voters and therefore eligible to sign a petition.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



voter registration data entry in the 14 days prior to and on Election Day, download EPB)

You are registered for 'QVF Refresh Basic User Training '

 **QVF Refresh Basic User Training**
Online Class • BOE

Launch **Assign**

- **QVF Refresh Complete** Training in-person (to access all parts of the QVF software, including the inbox and voter registration any time)



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

July 10, 2019

Special Edition - August Election Reminders

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 6, 2019, election.



Training Points for Election Inspectors

With the Proposal 18-3 and ballot "selfie" changes, it is important to ensure election inspectors are provided training and resources prior to the August election.

The first and most important item election inspectors must understand is voters shouldn't be turned away just because they aren't found in the ePollbook.

Voters in this situation have options, including the ability to register to vote on Election Day with their local clerk if they aren't already registered, or if they have issues with their current registration that might otherwise prevent the issuance of a regular ballot.

A chart walking the election inspector through these options is available on [page 7 of Chapter 11 of the Election Officials' Manual](#). QVF also has created an [EPB Supplemental Guide](#) for use by election inspectors. Please print the chart and the supplemental guide for use in each precinct. Also, see the Election Inspector Resources article below for updates to the flipchart.

What might an election inspector experience on Election Day that is different from past elections?

1. The voter may bring a [Clerk's Office Voter Registration Receipt](#) to the polls. That means the voter registered with

IN THIS ISSUE

- Training Points for Election Inspectors
- Election Inspector Resources
- Election Inspector Appointments
- BOE Question of the Week



Election Inspector Resources

Minor revisions should be made to the [Managing Your Precinct on Election Day - Election Inspectors' Procedure Manual Flip Chart](#). A full revision of the manual won't be complete for the August election. Those having an August election, should print the [Flip Chart Edits - label document](#) in the eLearning Center. This Word document is designed to print on Avery 5163 shipping labels (10 labels to a page). Simply printing on to paper and pasting in to the flip chart is OK, as well.

Refer to the online version of the [Managing Your Precinct on Election Day - Election Inspectors' Procedure Manual Flip Chart](#) for placement of each label.

The chart available on [page 7 of Chapter 11 of the](#)

the local clerk in the last 14 days. If the voter registered prior to the EPB download, the voter should be on the list and the election inspector should follow the instructions in the EPB. If the voter registered after the EPB was downloaded, the election inspector must add the voter to the Unlisted tab and follow the remaining instructions on the receipt.

The receipt will provide the election inspector with the ballot type to be issued (regular or challenged), instructions on how to process a challenged ballot when applicable, the voter's ballot style and a prefilled application to vote for them to record the ballot number and voter number on. The voter should sign the Application to Vote and then it may be spindled with all others.

2. A voter who indicates he or she has moved (generally by placing a different address on the Application to Vote than the address listed in the EPB) still may complete a Change of Address form if the move was made in the same jurisdiction and vote in that precinct. The voter also may vote one last time in the old precinct if the move was outside of the jurisdiction and within 60 days of the election (these voters also have the option of re-registering in the new jurisdiction at the clerk's office). If the voter moved outside of the jurisdiction more than 60 days prior to the election, the voter should be directed to go to his or her new clerk and register to vote on Election Day.

3. Provisional envelope ballots should be issued only in rare circumstances. Any voter found eligible for an envelope ballot should be sent to the local clerk to register if possible. This will result in the casting of a ballot on Election Day versus an envelope ballot that may or may not be counted. If a voter is unwilling or unable to go to the clerk's office, the voter is entitled to a provisional ballot.

4. Voters now may take a photo of their own ballot while they are in the voting booth. Things to note:

- voters are prohibited from taking "selfies" of themselves, either in the voting booth or anywhere within the area where people are voting.
- voters are prohibited from taking any other type of photography within the area where people are voting.
- voters are prohibited from sharing images of a voted ballot within 100 feet from the polling place.

[Election Officials' Manual](#) and the [EPB Supplemental Guide](#) should be printed and available for use in each precinct, as well.

Election



Inspector Appointments

Election inspectors must be appointed by your Election Commission no later than July 16 (MCL 168.674). Remember: Election Commission meetings are subject to the Open Meetings Act and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors).

Remember when recruiting election inspectors, you can hire anyone registered to vote within the state as well as 16- or 17-year-olds. In addition, the inspectors can be of any state recognized political party but not Independent. The [Election Inspector Application](#) lists the eligible parties.

For more information, review [Chapter 13 – Appointing and Training Election Inspectors of the Election Officials' Manual](#) or [Recruiting, Training, and Appointing Election Inspectors Online Course](#).

Helpful Links



What current process do we need to reinforce?

1. How to issue a challenged ballot by identifying the ballot. Most voters who register in the final 14 days, including Election Day, will need to be issued a challenged ballot. As mentioned above, detailed instructions will be on the voter's receipt, but this is a good process to reinforce with a hands-on activity.
2. When entering a voter in the unlisted tab, ballot numbers must be manually entered, and the next regular ballot issued will need to be adjusted. The system won't auto advance.

eLearning Center



MigovBOE

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections

News Update

for Election Administrators

July 8, 2019



2020 Filing Requirement Documents

The 2020 filing requirements documents have been posted for the following offices:

- [Filing Requirements for State Representative](#)
- [Filing Requirements for Supreme Court](#)
- [Filing Requirements for Precinct Delegates](#)
- [Filing Requirements for Board of Education](#)
- [Filing Requirements for County Level](#)
- [Filing Requirements for US Representative](#)
- [Filing Requirements for US Senator](#)

They can all be found on the [Information for Candidates](#) page of the Secretary of State's website.

AV Processing Focus Groups



As mentioned previously, the Bureau of Elections will be starting a project to identify best practices and efficient processes for processing absent voter ballots on Election Day. This project will cover in precinct processing and absent voter counting board processing by regular tabulator(s) and high speed tabulator.

To begin this process, we will be holding five focus group sessions around the state (including the Upper Peninsula). We want as many election administrators to attend as possible to share your processes, efficiencies

IN THIS ISSUE

- 2020 Filing Requirement Documents
- AV Processing Focus Groups
- EPB Practice & Education Day Reminder
- BOE Question of the Week

EPB Practice & Education Day Reminder



On July 9 QVF Help Desk staff will provide instructional webinars. Staff will dedicate the day to answering your questions as you practice and prepare your EPB for Election Day. We'll also be taking this opportunity to perform a stress test by having everyone download the EPB file out of QVF Refresh at 4 p.m. View the full agenda in the [eLearning Center](#).

To participate in a webinar, you must sign up to get the login information. Seating is limited. To sign up, login to the [eLearning Center](#) and select your preferred webinar(s). Consider inviting your fellow clerks and/or staff to all view the webinar in a group to allow for more attendees on the line.

and struggles. These focus group sessions will be held from late July to early August.

If you are interested in participating, please send an email to electionselearning@michigan.gov with the subject:

AV Processing Focus Group and we will send more information when it is available. It is important that you let us know you are interested so we can pick locations accordingly.

**BOE
Question
of the
Week:**



Question: I heard that there is money available from the State for AV tabulators. How do I get some of that?

Answer: \$1,000,000 has been appropriated for AV tabulators, which equates to about 200 tabulators statewide. We are currently reviewing AV data and working on establishing criteria and a plan for distribution. Please watch future News Updates for further information.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



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Michigan Bureau of Elections
News Update
for Election Administrators

July 1, 2019



Benefits of Community Partnerships

Guest article from Detroit City Clerk, Janice M. Winfrey

"Teamwork is the fuel that allows common people to attain uncommon results" - Andrew Carnegie

As we administer elections, we should note the many advantages of partnering with stakeholders in our community. It provides a deeper understanding of what our constituent's desire from us, it helps fortify public trust and it brings us closer to those we serve. Most importantly, it significantly improves our operations leading up to and on Election Day.

As we evolve to a more engaging and strategic Election Day, please consider this list of community partners (and how they can be utilized) so that you can realize a successful 2020 election cycle.

University or Community College

- Poll worker training
- Satellite voting
- Voting precinct

Public School Superintendent

- Allow your outreach team to visit schools and register students
- Identify schools for polling locations

IN THIS ISSUE

- Benefits of Community Partnerships
- QVF Refresh Update
- EPB Practice & Education Day Reminder
- BOE Closed July 4
- BOE Question of the Week

QVF Refresh Update



QVF Refresh Software Release for June 27, 2019

The following software changes have been released:

Report. The new Notice Tracking Report provides all notice tracking activity performed in this module.

Inbox. Corrected issues that occurred during printing of labels when selecting one or more inbox transactions. With fix, labels can be printed either now or later.

Voter Registration. Effective registration date is removed from Voter Details panel of voter registration screen unless selecting a date other than "immediately" such as a 17 ½ year old voter who doesn't qualify until a later date or with a voter doesn't wish to be registered for the upcoming election.

Clerk Lookup. Corrected Clerk Hours issue that wasn't allowing the user to enter some working hours.

- Consider Election Day when creating district calendar
- Ensure schools are open and available on Election Day

U.S. Postal Service Postmaster

- Review and resolve any past issues from previous mailings
- Share elections mailing schedule and expectations

Police Department

- Request any policing needs that may be required
- Share election schedule

Energy Company

- Identify and discuss polling locations that may have power outages or upcoming shut-offs
- Assist with power during storms

The Disability Community

- Visit polling locations prior to Election Day to ensure accessibility
- Train poll workers on accessibility voting equipment

Municipal Public Works Department

- Ensure that municipal buildings that are polling locations are open and in good condition

Churches and other Non-profits

- Conduct voter registration drives
- Utilize as polling locations
- Help to get the vote out

**EPB
Practice &
Education
Day
Reminder**



As communicated June 24, the QVF Help Desk is hosting an EPB Practice and Education Day for all EPB users July 9, 2019.

Staff will provide instruction in the form of webinars. Staff will dedicate the day to answering your questions as you practice and prepare your EPB for Election Day. We'll also be taking this opportunity to perform a stress test by having everyone download the EPB file out of QVF Refresh at 4 p.m.

Please take some time during the day to practice using the ePollbook, then join us for some instruction. Here's the agenda :

- 9 a.m. - Webinar: QVF Refresh Features and Discussion on What's New
- 10:30 a.m. - Webinar: EPB Common Mistakes & How to Overcome Them
- 2 p.m. - Webinar: QVF Refresh Features and Discussion on What's New Webinar (*repeat of 9 a.m.*)
- 4 p.m. - Practice: Download EPB Files/QVF Refresh Stress and Load Testing

To participate in a webinar, you must sign up to get the login information. Seating is limited. To sign up, login to the [eLearning Center](#) and select your preferred webinar(s). Consider inviting your fellow clerks and/or staff to all view the webinar in a group to allow for more attendees on the line.

Media/Public Access Stations

- Allows you to create public service announcements regarding changes to election laws and other related news

Remember, we get better results by cooperating interdependently, than by competing independently.

Throughout the day we will conduct webinars, answer your phone calls, and assist you as you pull out those laptops and begin practicing for the August 6, 2019, election.



BOE Closed July 4

The Bureau of Elections will be closed Thursday, July 4. Enjoy the Independence Day holiday!

BOE Question of the Week:



Which election materials must the clerk's name NOT be on?

Answer: [MCL 168.931a](#) prohibits the name of an elected or appointed official from appearing on any ballot-related materials; "ballot-related material" is defined as anything distributed with an absentee ballot, including the instructions, the envelope in which the absentee ballot is mailed, and the absentee ballot return envelope.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links





Michigan Bureau of Elections
News Update
for Election Administrators

June 26, 2019

Special Edition - August Election Reminders

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 6, 2019, election.



Absentee Ballot Processing

As you begin issuing absentee ballots for the August Election, it is important to review [Chapter 6 - Michigan's Absentee Voting Process of the Election Officials' Manual](#). This chapter has been updated to reflect the switch to no-reason AV voting. You can also review the March 8, 2019 News Update for more information.

Important Reminders:

- AV ballot applications should have been updated to the 2019 version and should not include the old required checkboxes, which requested a reason for voting AV.
- [Ballot Marking Instructions](#) specific to the August Election should be included with AV ballots.
- QVF must be used timely to track AV ballot processing for all voters.
- Picture ID must be requested from voters who request their ballot in-person. Voters without picture ID in their possession may sign the [Affidavit of Picture ID](#) and receive a ballot. Picture ID is not requested if the person applies for the AV ballot by mail.
- AV voters that need an AV ballot reissued, either because they spoiled their ballot or it was not received,

IN THIS ISSUE

- Absentee Ballot Processing
- Testing Voting Equipment
- August MOVE Compliance Report
- Reporting Saturday and/or Sunday Hours
- Notice of Registration



August MOVE Compliance Report

Every jurisdiction with voters having an August election is required to submit the [Military and Overseas AV Compliance Report](#).

This report must be submitted even if you had **ZERO** military and overseas civilian voter absentee ballot requests.

Reporting was due by Tuesday, June 25.

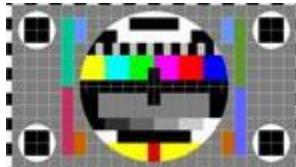
View the [Received Compliance Reports for August 2019 Election](#) to see if we have your report.

Counties can also use this to view reports for your county.

If you have not submitted this report, please login to the eLearning Center and

must make a signed request (by mail, email, or in person) to the clerk in order for a new ballot to be issued.

Testing Voting Equipment - a Vital Piece of Security



Preliminary equipment testing should begin soon. Local Election Commissions are responsible for conducting accuracy tests in accordance with the procedures established by the Secretary of State. (MCL 168.794a(3), 798.)

Ensure you are following proper testing procedures by reviewing the [Test Procedures Manual](#). In addition, courses are available in the [eLearning Center](#), including a course for [special proposal elections](#). This course walks you through creating a test deck for a special election. Another helpful course is [Preparing for and Conducting the Preliminary and Public Accuracy Tests](#).

Other Tasks: During the testing process, BOE also recommends:

- Verifying the date and time - [Time Adjustment Instructions](#) are available
- Verifying all equipment tamper evident seal numbers with the seal numbers on file

Test Decks Marked by a Printer: If a test deck includes ballots marked by a printer and those ballots did not come from the stock that will be used on Election Day, at least three should be replaced and hand marked with Election Day ballots. This ensures testing of both the program and Election Day ballots.

Documenting the Process: Remember, testing materials must be kept under seal and the seal numbers must be recorded. Use the [Tabulator Program & Security Certification form](#) and the [VAT Testing & Security Certification form](#) to aid in properly documenting this process. We have discovered at post-election audits that these forms are often misplaced. Promulgated Rule requires this form to be sealed into the testing container and BOE recommends keeping an additional copy on file in the office.

complete the [August 2019 Compliance Report](#) now.



Reporting Saturday and/or Sunday Hours

Any jurisdiction having an August election must report the hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the August election. Law requires the clerk's office to maintain a minimum of eight hours over those two days. The time may be split between Saturday and Sunday or all conducted on one day. This information must be entered in to QVF **no later than Monday, July 8**. This information also must be posted with other township or city postings in a central location.

To enter this information in to QVF:

Select Clerk Contacts from Lookup, select your jurisdiction and tab to the Hours/Location tab. Enter your Business and Pre-Election Weekend Hours and add any Additional Registration Locations using the Add Location button if needed. Select Save before exiting.

See [Chapter 11 - Clerk Contacts of the QVF Refresh Manual](#) for further instruction.

This information will be presented under the Election Information Local Clerk tab on the [Michigan Voter Information Center website](#) to assist your voters.

The Public Accuracy test must be conducted by a quorum of the Election Commission no later than **Thursday, August 1, 2019**. The meeting must be posted at least 48 hours before the test (MCL 168.798) and held in accordance with the Open Meetings Act.

Important Notice to Jurisdictions Using 3rd Party Vendors for Testing: If you are using the same vendor that programmed the county's memory devices to prepare the test deck and/or conduct the preliminary testing, the Election Commission must also complete the [Election Commission Certification form](#) at the public test.

Designating a single vendor to create and then test the performance of memory cards they programmed removes critical checks and balances from the logic and accuracy testing process. The integrity of the testing process may come into question if one party is responsible for both developing and testing the accuracy of the program.

Note: A vendor is not an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

Notice of



Registration

The [Notice of Registration](#) for the August election must be posted in a newspaper of general circulation by Monday, July 8. This notice was formerly the Close of Registration notice and has different required elements. A sample Notice of Registration is available in the eLearning Center.

Review [Ch. 16 - Election Related Information of the Election Officials' Manual](#) for full requirements.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections
News Update
for Election Administrators

June 24, 2019



ePollbook Training

The Bureau of Elections has multiple ePollbook training opportunities over the next month.

EPB Practice & Education Day

The QVF Help Desk is hosting an EPB Practice and Education Day for all EPB users on **July 9, 2019**. We are dedicating this day to answer questions about the Electronic Poll Book and provide webinars about this topic. Blocking off this day a month before the election will allow you to spend some time preparing your laptop for the election, practice the EPB, and take the time to learn more about the EPB download from QVF Refresh and other useful practices. Since the QVF Help Desk will be less busy on July 9 than we will be right before or on Election Day, we can dedicate more time to answering your questions on practice day.

Throughout the day we will conduct teleconference webinars, answer your phone calls, and assist you as you pull out those laptops and begin practicing for the August 6, 2019 election.

The agenda for the day includes:

- QVF Refresh EPB Training Webinar
- EPB Information Webinars
- EPB Practice Scenarios
- EPB Download Stress Testing for jurisdictions with an August Election
- Lots of staff available to answer your EPB specific needs

IN THIS ISSUE

- ePollbook Training
- AV Processing Focus Group
- Proposal 18-3 Town Hall Sessions
- BOE Question of the Week



Proposal 18-3 Town Hall Sessions

As a reminder, starting next week, we will be holding seven additional sessions near jurisdictions in which August elections will be conducted.

To sign up for a session near you, register for the [Proposal 18-3 Election Administration Town Hall Session](#) in the eLearning Center. Please note attendance at these sessions is optional. If you don't have an August election and these dates and locations don't work for you, we will be scheduling more after the August election.

BOE Question of the Week:



I have old AV application stock. Can I use it and cross out the reasons?

Electronic Pollbook Refresh Training For Current EPB Users

This is an in-person presentation style class (not hands on) for current users of the ePollbook interested in a demonstration of the QVF Refresh changes to the EPB and a review of basic EPB procedures. Five sessions have been scheduled in July for those conducting an August election. To attend, you must register in the [eLearning Center](#).

We are looking forward to supporting users across the state with their EPB needs. More sessions will be scheduled after the August election.

AV Processing Focus Group

The Bureau of Elections will be starting a project to identify best practices and efficient processes for processing absent voter ballots on Election Day. This project will cover in precinct processing and absent voter counting board processing by regular tabulator(s) and high speed tabulator.



To begin this process, we will be holding five focus groups around the state (including the upper peninsula). We want as many election administrators to attend as possible to share your processes, efficiencies, and your struggles. These focus group sessions will be held in late July to early August. If you are interested in participating, please send an email to electionselearning@michigan.gov with the subject: AV Processing Focus Group and we will send more information when it is available. It is important that you let us know you are interested so we can pick locations accordingly.

Answer: Old versions of AV Ballot Applications may not be used and must be destroyed. Simply blacking out the reasons is not acceptable.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



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The MOVE Compliance Report NOW!

Township Clerks:

Each jurisdiction must complete the MOVE Compliance election report. If you are having someone complete this report on your behalf, please email to them so they have the following directions.

Required and due by Tuesday, June 25.

Instructions to open the online form: * *the report will NOT be listed in your transcript box**

Log into the Elections eLearning Center using this link [https://mielelections.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=5e1e7076-d649-4f33-8297113&query=%3fq%3dAugust+2019+AV+Compliance+Report+Online+Form+for+Military+\(All+Active\)+%2f+Civilians+\(Outside+the+U.S.\)](https://mielections.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=5e1e7076-d649-4f33-8297113&query=%3fq%3dAugust+2019+AV+Compliance+Report+Online+Form+for+Military+(All+Active)+%2f+Civilians+(Outside+the+U.S.))
Do not take the direct link to the online form after logging in, search for *August 2019 Form*

Click the **Launch** button

A new window should open containing the online form. If this doesn't happen *immediately* – please allow pop-up windows. See these directions for more information.

Click the **Submit button** at the bottom of the form to send your information

A confirmation page will be taken to a confirmation page

You will receive an email to the address you type in the form

The report will be complete in the Transcript box in the eLearning Center

The upcoming election (required by state law) covers **federally protected voters** who submit any type of ballot request/ application for 2019. Please check [this webpage for more information](#). Please check the jurisdiction postal mail and jurisdiction election email account for correspondence from the election office.

What types of voters are included in the report are:

Active duty military (in U.S away from home precinct or outside the U.S.)

Civilians voters currently **living outside the U.S.**

Ballot requests/ application/ ballot request since Nov. 2018 for these voters (perm AV form, regular app, FPCA, etc.)

Ballot requests sent to these voters including: mailed paper ballots (regular ballots or printed from QVF/EMP) or emailed

include applications that specify the voter does not want a ballot for this election or for voters that no longer are residents of your jurisdiction
tion

include applications received by your office **after** Saturday March 23

ave regular paper ballots yet? you must print and mail a ballot using the QVF system or email the ballot

ot apps you receive after June 22 from military or out of country must be sent within 24 hours of receipt of the AV application and
cluded in this compliance report

pdesk for assistance with creating and emailing ballots – at 800-310-5697 or 517-241-1911.

for assistance: [Military and Overseas Voters Manual: Procedures for Military \(all active\) / Civilians \(Outside the U.S.\)](#)

ontact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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ES:



Michigan Bureau of Elections News Update

for Election Administrators

June 19, 2019

Special Edition - August Election Reminders

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 6, 2019, election.



Military/Overseas AV Delivery Requirement is Saturday

IMPORTANT REMINDER: If you have an August election and have received one or more ballot requests from military or overseas protected voters since November 7, 2018, **ballots MUST be** emailed, faxed or postal mailed by Saturday, **June 22**, via the voter's preferred method. If regular ballots are NOT available to be mailed by Saturday, the "MOVE ballot" in QVF Refresh must be printed and mailed instead.

Electronic ballots are available now

You can obtain the electronic ballot by entering the application in the voter's record in QVF Refresh. Full instructions can be found on [page 6 of the Military and Overseas Voters Manual for Election Administrators](#).

Be sure to proof electronic ballots before sending to ensure their accuracy.

To confirm compliance with this requirement, all jurisdictions with voters in this election (even if you have zero requests) are required by law (MCL 168.759(a)) to complete and submit The MOVE Compliance Report in the eLearning Center, after Saturday but **no later than Tuesday, June 25, 2019**.

In addition to the MOVE Compliance Report, ensure these ballots are being properly recorded in QVF. Each voter

IN THIS ISSUE

- Military/Overseas AV Delivery Requirement is Saturday
- Help Desk Available Saturday
- Delivery of August Ballots

Help Desk Available Saturday



The QVF Help Desk will be available from 9 a.m. to 2 p.m. Saturday, June 22, 2019, to support those local clerks who are printing or downloading electronic MOVE ballots and processing the transaction in QVF to meet the military and overseas voter delivery Saturday requirement for the August 6 election.

If you need assistance, please don't hesitate to call at 800-310-5697 and leave a voicemail. Your call will be returned ASAP.

Delivery of August Ballots



Per MCL 168.714, absent voter ballots for the August 6 election must be delivered to local clerks by the county clerk no later than 45 days prior to the election. County clerks must

must be marked as Military or Overseas and the requested delivery method should be noted as well.

For more information and full instructions, please review the [Military and Overseas Voters Manual for Election Administrators](#).

ensure ballots are delivered by June 22 for the August election.

Helpful Links



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Michigan Bureau of Elections
News Update
for Election Administrators

June 17, 2019

QVF Legacy to QVF Refresh Server Process Update



As explained in the May 28 News Update, BOE has transitioned server processes from QVF Legacy to QVF Refresh. You may see very few or zero Inbox transactions at the moment. Messages will gradually increase until they catch up with real time.

If you have any questions or concerns once your Inbox begins to populate email the QVF Help Desk at QVFHelpDesk@michigan.gov. We will be responsive to your concerns and appreciate your patience as we move through this transition.

May Election Proposal 18-3 Data Series

The Data Analytics Team has been gathering statistics on Proposal 18-3 and the May 7, 2019, election to assist you with preparation for future election cycles. This is the fourth in a series of communications regarding that data, offering insights into the activity of different voter demographics.

- Most voters registering within the 14 days prior to the election and on Election Day were between 18 and 21 years old. Approximately 72% of this population voted in the precinct, and 28% voted an absentee ballot.

IN THIS ISSUE

- QVF Server Processes
- May Election Proposal 18-3 Data Series
- BOE Forms & Provided Supplies
- QVF Refresh Update
- Presidential Primary
- Voter Participation Center Mailing
- Special News Update August Election Series
- BOE Question of the Week

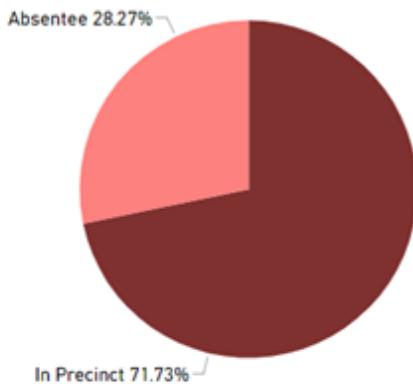
QVF Refresh Update



The QVF Refresh Software Release for June 14, 2019, is as follows:

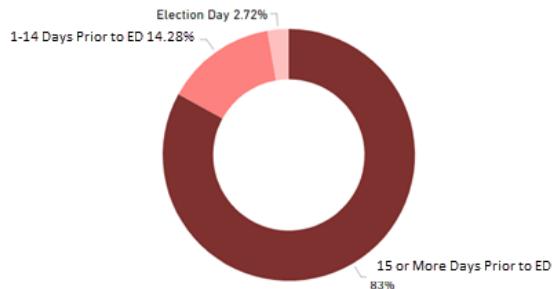
- **Voter Search.** Corrected issue in which "district" drop-down fields were not populating the information when conducting "advanced" searches.
- **EPB Unlisted Voters Report.** New report provides a list of all unlisted voters processed with a receipt in EPB for a given election.
- **AV Rejected Report.** Provides a list of all voters whose AV ballot was rejected and the reason the ballot was rejected for a given election.

18 to 21-year-old Registrants within 14 Days of Election, by Method of Voting



- Among those that registered between the November 2018 General Election and the May 2019 election, the most new registrants fell in to the 18 to 21 year-old age group, accounting for 37% (23,627). Of those registrants, 83% registered at least 15 days prior to the May Election, 14% registered between 1 and 14 days of the election, and 3% registered on Election Day.

18 to 21-year-old Registrants between Nov and May 2019, by Registration Date



BOE Forms and Provided Supplies

Seals

In the past, the Bureau of Elections has provided seals for voting systems and ballot containers only for state-wide elections. This has led to some unapproved seals being purchased, as well as occasional confusion



- Daily AV Report.** Allows additional sorting on Last Name and Precinct/Last name.
- AV Application.** Allows receipt of an application to be recorded before Ballot Administration is completed by the county clerk.
- Voter Registration.** Adjusted the Change History to reflect the proper chronological grouping when status changes are made.

Presidential Primary



The 2020 Presidential Election is currently scheduled for Tuesday, March 10. Please note that the Legislature still has the authority to change this date and has done so as late as October of the preceding year.

Local units of government may place items on the Presidential Primary ballot. Local proposals require a third ballot style, which is a cost the local unit of government must incur.

Please note the following deadlines ([MCL 168.646a](#)):

- December 3, 2019: Petitions to place proposals on ballot filed with county and local clerks
- By 4 p.m., December 17, 2019: Ballot wording of proposals certified to the proper clerk; local clerks receiving ballot wording forward to county clerk within two days.

about the appropriate seal process. For this reason, the Bureau of Elections will now provide seals for all elections. Coordinate odd-year orders with your county clerk as you would in even years.

Voter Registration Forms

Mailer versions of the voter registration form, updated with changes under Proposal 18-3, are now available. Backorders have been filled. Spanish versions are also available. Coordinate orders with your county clerk.

Forms Committee Update

The Forms Committee, made up of county and local clerks, is actively working on a variety of forms to be completed in the coming months.

Voter Information Display

The Help America Vote Act and Michigan Election Law require a voter information display. This is currently the item we commonly refer to as "What Every Voter Should Know." Another document, the "Rights and Responsibilities" poster duplicates much of this information. The Forms Committee is working to combine these two items into one poster that can be re-used from election to election. We anticipate this will be ready for the August 2019 election.

Absent Voter Ballot Envelopes

The absent voter ballot outgoing and return envelopes are receiving a major overhaul to comply with USPS mail design guidelines and to make a more modern design. We expect the new design will reduce mailing delays. Rollout of this change is expected for the 2020 Presidential Primary.

Affidavit of Identity

A redesign of the Affidavit of Identity forms (including the Precinct Delegate version) is almost complete. As noted earlier this year, until this version is available, please only use the version found on our [website](#). The redesign will not render the current online version obsolete. If a candidate files for office with that form, they will not be required to complete the redesigned form when it is released.

Voter Participation Center Mailing



The Bureau of Elections has received word that the Voter Participation Center (VPC) and Center for Voter Information (CVI) will once again be mailing voter registration forms to possible unregistered voters across the state. When applicants return completed forms to the BOE, we will sort them and send them to the appropriate local clerk.

Other than the approval of the voter registration form, the BOE does not have any other connection to this project. If voters have questions regarding how these organizations obtained their non-registration or registration information, direct them to VPC via email info@voterparticipation.org or telephone: 877-255-6750 or [CVI's website](#). The VPC logo seen above may help you when communicating with your voters.

Special News Update August Election Series

**August
6**

The August 6, 2019, election is rapidly approaching. Just over 300 jurisdictions in the state will be conducting an election.

Beginning Wednesday, June 19, BOE will start sending out a special series of News Updates for the August election. The Special Edition August Election Reminders News Updates will be sent only to those jurisdictions and counties that have voters with an August 6 election.

Review the [August 2019 Election Dates and Deadlines Calendar](#) to start preparing.

**BOE Question
of the Week:**



*I received an
email from*

***electiondata@michigan.gov is
that a BOE email address? It
asked for copies of
Applications to Vote and AV
Ballot Applications, what if
they are under seal?***

Answer:

The electiondata@michigan.gov email is a valid BOE email address and you should comply with the request. While only ballots have to be kept under seal for retention purposes, if your Applications to Vote and/or AV Ballot Applications are also under seal, you do have authority to break the seal to access the documents.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.



Michigan Bureau of Elections News Update

for Election Administrators

June 10, 2019



Special School Elections & Proposal 18-3

As a reminder, local jurisdictions may no longer "opt-out" of the issuance of absent voter ballots for an election. The Constitutional Amendment and associated legislation requires clerks to be available for the issuance of absent voter ballots and voter registration for all elections, regardless of local clerk duties established in current school election coordinating committee plans. While local jurisdictions may continue to opt-out of polling place functions, clerks for each jurisdiction with voters in the special school election must now:

- issue all absent voter ballots, including military and overseas voters, beginning 45 days prior to an election
- post and notify the BOE of the eight hours the clerk's office will be open the Saturday and/or Sunday prior to an election (details forthcoming)
- be open from 7 a.m. to 8 p.m. on Election Day to process same day voter registration and issue absent voter ballots to those voters if they choose not to go to the polls

Review the [Consolidated Election Instructions and Absentee Ballot Transmittal Form](#) for more information.

May Election Proposal 18-3 Data Series

The Data Analytics Team has been gathering statistics on Proposal 18-3 and the May 7, 2019 election to assist you with preparation for future election cycles. This is the third in a series of data sharing communications with a summary of the voting activity.

May 7, 2019 Statistics

IN THIS ISSUE

- Special School Elections & Proposal 18-3
- May Election & Proposal 18-3 Data Series
- QVF Refresh Update
- August AV Application
- BOE Question of the Week

QVF Refresh Update

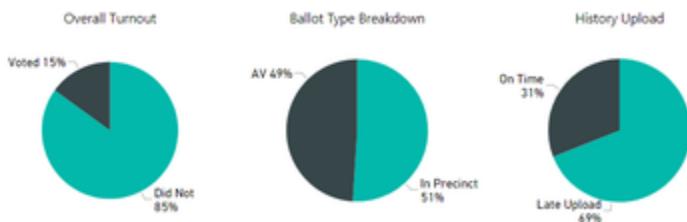


The QVF Refresh Software Release for June 7, 2019 is as follows:

Voter Registration.

- Voter Notice provided to voters using the Residency Verification now prints the polling location for the voter to the far right of the voter's name.
- UOCAVA Status logic change to ensure that the status cannot be set earlier than the last election date of the previous year. This is also changed in AV Details.
- Pop up message now appears when a voter's

- 15% of eligible voters voted
- 49% of ballots cast were absentee
- 31% of voting history was updated in QVF within one week of the Election



May Election Turnout Comparison by Year

- The voter turnout for the May 7, 2019 Election was approximately 15%. That is a higher turnout than the two previous May Elections.



ballot is to be processed as challenged during the 14 days prior to and on election.

Election Geography.

Additional language to instruct clerk about the expand screen icon and their inability to combine precincts before Ballot Administration is completed by the county.

Custom Voter List Report.
Corrected defect when selecting wards in this report to ensure that it does not error out and that the labels sort accordingly.

August AV Ballot Application



The printable AV ballot applications on the Bureau of Elections' website have been updated for the August election. Various versions of the form can be found on the [Information for Election Administrators](#) page. Any city conducting a 2019 primary and general election that would like a dual application to post online, can send a request to elections@michigan.gov and we will email a copy to you.

BOE Question of the Week:



What can we use the QVF digital signature for?

Answer:

The QVF digital signature can be used for voter registration in all instances except when a voter is registering for the first time



Michigan Bureau of Elections
News Update

for Election Administrators

June 3, 2019

More Proposal 18-3 Town Hall Sessions Scheduled

In April, we released a **required** online training course, [Proposal 18-3 & Election Administration](#). The course covered the changes to election law from the passage of Proposal 18-3. More than 2,000 election administrators have completed the online course. If you haven't taken the course yet, please do so as soon as possible.



In April, we also scheduled in-person "town hall" training sessions for those that have more questions and want to talk to a trainer. Seven more sessions have been scheduled near jurisdictions in which August elections will be conducted.

To sign up for a session near you, register for the [Proposal 18-3 Election Administration Town Hall Session](#) in the eLearning Center. Please note attendance at these sessions is optional. If you don't have an August election and these dates and locations don't work for you, we will be scheduling more after the August election.

Don't forget: We've run many articles in the [News Update](#) regarding Proposal 18-3, modified all of the [Election Officials' Manuals](#), and have a [Frequently Asked Questions document](#) available for your review. If you have other questions about the new laws and process, don't hesitate to contact us.

May Election Proposal 18-3 Data Series

The Data Analytics Team has been gathering statistics on Proposal 18-3 and the May 7, 2019 election to assist you with preparation for future election cycles. This is the second in a series of communications sharing that data; a summary of where voters who registered 14 days prior to and on Election Day cast their ballots.

IN THIS ISSUE

- Proposal 18-3 Town Halls Scheduled
- May Election Proposal 18-3 Data Series
- QVF Refresh Update
- EPB Practice and Education Day
- BOE Question of the Week

QVF Refresh Update



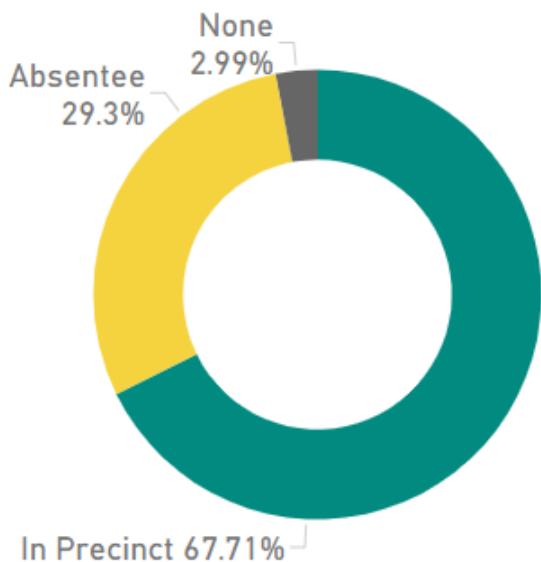
The QVF Refresh Software Release for May 31, 2019 is as follows:

- **AV Details and AV Scan.** Added a Challenge Ballot Pop Up for voters when "ID/Affidavit + Other Residency Confirmation" is selected for Residency Verification
- **Voter Registration.** Added additional tip pop up screen for the Unrecognized Address option when an address that is not recognized is inputted within the 14 days prior to the election.

The data suggests that most voters who registered during this timeframe voted in the precinct but nearly a third of cast absent voter ballots either at the clerk's office or by mail.

All Registrants

- 29% (206) voted by absentee
- 68% (476) voted in the precinct
- 3% (21) did not cast a ballot
- Total = 703 registrants



Election Day Registrants

The 440 voters who registered on Election Day (85% of whom were first time registrants), cast their ballots:

- 26% (114) by absentee
- 73% (321) in the precinct
- 1% (5) did not cast a ballot

First Time Registrants

- **EPB Activity Log.** Adjusted the Activity Log report to list the unlisted voters.

- **EPB Unlisted Voter AV Ballot.** Added ability to record an av ballot in the Unlisted tab.



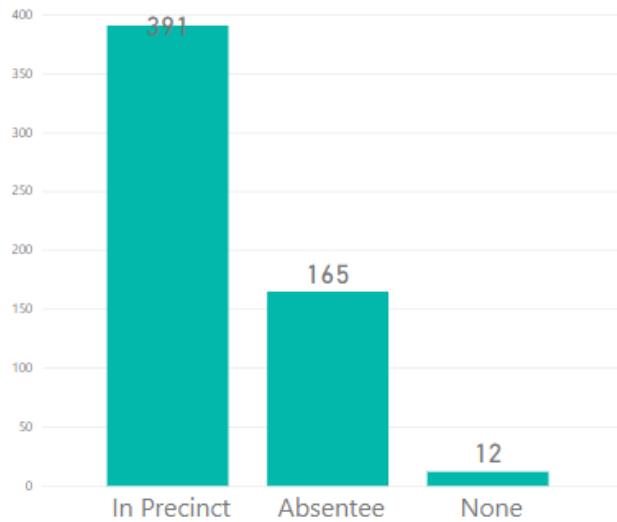
Announcing EPB Practice and Education Day – Save the Date

The QVF Help Desk is pleased to announce that we are conducting an EPB Practice and Education Day for all EPB users on **July 9, 2019**. We are dedicating this day to answer questions about the Electronic Poll Book and provide webinars about this topic. Blocking off this day a month before the election will allow you to spend some time preparing your laptop for the election, practice the EPB, and take the time to learn more about the EPB download from QVF Refresh and other useful practices. Since the QVF Help Desk will be less busy at the beginning of July than they will be right before or on Election Day, we can dedicate more time to answering your questions on this practice day.

Throughout the day we will conduct teleconference webinars, answer your phone calls, and assist you as you pull out those laptops and begin practicing

568 voters who registered during the 14 days prior to and on Election Day were first time registrants and cast their ballots:

- 30% (165) by absentee
- 70% (391) in the precinct
- 2% (12) did not cast a ballot



for the August 6, 2019 election.

The agenda for the day includes:

- QVF Refresh EPB Training Webinar
- EPB Information Webinars
- EPB Practice Scenarios
- EPB Download Stress Testing for jurisdictions with an August Election
- Lots of staff available to answer your EPB specific needs

We are looking forward to supporting users across the state with their EPB needs on this day and encourage you to save this date on your calendar. More news will be coming soon.

**BOE
Question
of the
Week:**



I have new Deputy that needs Accreditation training. Are there any open sessions?

Answer: Yes - three sessions of [Election Officials' Accreditation](#) are available right now. Limited space is available in this week's session on June 6 and 7 and next week's on June 13 and 14. In addition, a session is scheduled on June 20 and 21 in the Upper Peninsula. More sessions will be scheduled later in the summer.

Have a question you'd like to see



Michigan Bureau of Elections
News Update
for Election Administrators

May 28, 2019

May Election Proposal 18-3 Data Series



The Data Analytics Team has been gathering statistics on Proposal 18-3 and the May 7, 2019 election to assist you with preparation for future election cycles. This is the first in a series of communications sharing that data; a summary of voter registration in the 14 days prior to the election and on Election Day itself.

In May, 37 percent of jurisdictions participating in the election had voters register or update their registration address within the 14 days prior to the election and on Election Day period. Most of those registering in this period were between 18 and 21 years old, and most people registered on Election Day.

- 703 registrations were processed 14 days prior to and on Election Day.
 - 441 of these voters (63%) registered on Election Day
 - 568 of these voters (81%) were registering for the first time in Michigan

Below is a pie chart of these first-time registrants by age.

IN THIS ISSUE

- May Election Proposal 18-3 Data Series
- QVF Legacy to QVF Refresh Server Process Transition
- Risk Limiting Audit Pilot - May Election
- QVF Refresh Update
- Local Proposal Petition Forms
- QVF Refresh - Electronic Poll Book
- Correction
- BOE Question of the Week

QVF Refresh Update

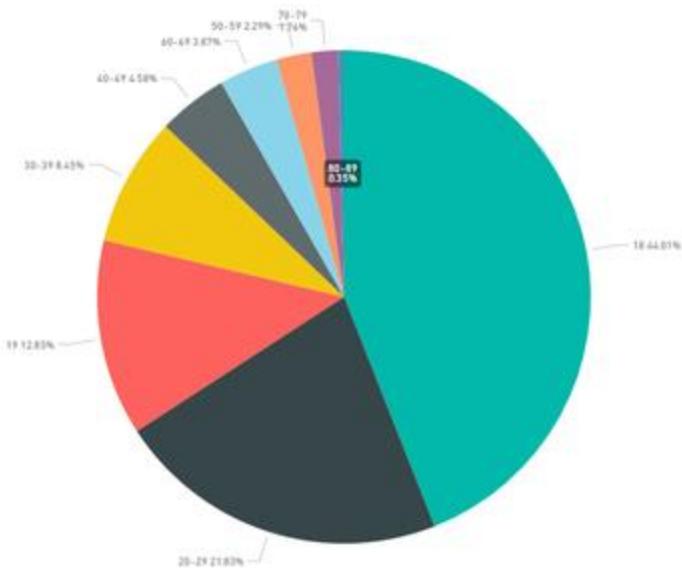


The QVF Refresh Software Release for May 26, 2019 is as follows:

Election Inspector. Icon showing on Global Inspector Pool when inspector is assigned to more than one precinct for a given election.

Residency Verification Report. Changes to show the ballot type, transaction user, and transaction type.

AV List Report. Added a column to indicate when a voter was registered using Residency Verification and whether the ballot was



New registrations for the 14 days prior to and on Election Day period, by age

Age Group	Number of Registrants
18	250
19	73
20-29	124
30-39	48
40-49	26
50-59	13
60-69	22
70-79	10
80-89	2

24% of those voting for the first time on May 7, registered 14 day prior to or on Election Day.

regular or challenged.

Voter Registration.

- Residency Verification feature used in the 14 days prior to and on Election Day period now has logic that doesn't allow a user to select anything other than "Not Registering for the Election" for a voter who is less than 18 years old but at least 17 ½ years old.
- Residency Verification feature doesn't allow for DL/PID to be selected if that field isn't populated on the voter registration page.

Local Proposal Petition Forms



On Wednesday, May 22 the attorney general issued an opinion regarding the constitutionality of 2018 PA 608, which is the public act that made changes to sections of Michigan Election Law regarding statewide ballot proposals. Two sections of law that were added by PA 608 required a change to local and county petitions as well. The attorney general has found **one** of those sections unconstitutional, and another is being challenged in court.

The attorney general found that MCL 168.482(7), which requires a circulator to state

QVF Legacy to QVF Refresh Server Process Transition

On June 8 and 9, the Bureau of Elections will begin the process of moving QVF Legacy server processes to QVF Refresh. You still may use QVF Refresh during this transition period.



Server processes occur daily and include:

- Updates to voter records from the Secretary of State branch offices to QVF with notification in your inbox.
- Updates from QVF to the Secretary of State driver file

Over a period of three weeks, these daily processes will be slowed down and then brought back up slowly until caught up. As a result, users will see fewer transactions in their Inbox in early June and then a gradual increase in transactions as the system catches up. Typical transactions that might occur with less frequency during this timeline include registration updates, cancellations, moved out of state changes and signature requests.

Any questions or concerns once your Inbox begins to populate again should be emailed to the QVF Help Desk at QVFHelpDesk@michigan.gov. We will be responsive to your concerns as they are raised. Thanks again for your patience. This transition puts us one step closer to the final elimination of QVF Legacy.

Risk Limiting Audit Pilot - May Election

Another round of pilots of the risk limiting audit process have been scheduled. Risk limiting audit (RLA) pilots will be conducted to verify the



whether the circulator is paid or volunteered is unconstitutional. The attorney general did not find that the notice in MCL 168.482(8) is unconstitutional.

Additionally, a lawsuit was filed on May 23 asking a court to find sections of 2018 PA 608 unconstitutional and to issue an injunction barring the secretary of state from enforcing those sections.

As of this moment, MCL 168.482(8) is in force but please keep in mind that could change depending on what the court decides.

We'll keep you posted on any further updates.

QVF Refresh Electronic Poll Book (EPB)



The Bureau of Elections is pleased to announce that the QVF Refresh Electronic Poll Book (EPB) is ready for use statewide for the Aug. 6, 2019, election. This product has been developed over the last several months, was tested by clerks, and piloted for the May election. All jurisdictions having an August election should use the QVF Refresh EPB only. The QVF Legacy EPB won't be properly set up for use moving forward.

The QVF Refresh Training manual and materials will be coming soon. We also are preparing a variety of in-person and online training options, which will be announced soon.

May election results of the Lansing School District, Muskegon County and Wyandotte City elections.

The Bureau of Elections is partnering with Chris Swope, Lansing city clerk; Susan Aten, Lansing township clerk; Lawrence Stec, Wyandotte city clerk; Nancy Waters, Muskegon county clerk; and all of the Muskegon County local clerks; staff of the U.S. Election Assistance Commission; Monica Crane Childers, consultant for Voting Works, and Liz Howard of the Brennan Center for Justice.

An RLA is a comprehensive check that uses statistical methods to confirm whether reported election results are correct and detect possible anomalies that may need further scrutiny because of human error or possible manipulation. Ballots will be randomly selected based on a mathematical formula in the three pilots to confirm that the ballot tabulators tallied them correctly.

In December 2018, the first RLA pilots were conducted in Michigan in the cities of Kalamazoo, Lansing and Rochester Hills with the goal of determining how risk-limiting audits could be rolled out statewide. In 2018, the state of Colorado, which has a by-mail election process, used risk limiting audits for the first time statewide. Michigan's highly decentralized elections system features both Election Day and absentee voting administered by the 1,520 city and township clerks across the state, which is unique for a state of Michigan's population and geographic size. Other states, including Rhode Island and Virginia, will start using them statewide in future election cycles.

The May pilots will continue the evaluation process started at the December pilot. The pilots will begin at 9 a.m. and be held as follows:

June 10, 2019 - Lansing School District – City of Lansing Election Unit; 2500 S. Washington; Lansing

June 12, 2019 - Muskegon County – Laketon Township Hall; 2735 W. Giles Rd, North Muskegon

June 25, 2019 - Wyandotte City – Yack Arena; 3131 3rd St., Wyandotte

The pilots are open to the public and we encourage county and local clerks to attend.

Correction



Last week's News Update Question of the Week discussed the retention of voter registration applications for in-person clerk's office transactions in the 14 days prior to and on Election Day period. We indicated that all applications in that scenario must be retained. Law actually only requires the retention of these registration forms when the voter must be issued a Challenged ballot. Challenged ballots are issued to those who don't provide a driver's license or personal ID card for residency verification.

View the updated [Retention Schedule](#) that reflects this change.

BOE Question of the Week:



When is QVF Legacy going away?

Answer: Election officials should no longer be using Legacy. After a number of steps, we anticipate the end of Legacy in early fall. The server process transition on the state user side is one of the final steps in shutting down QVF Legacy. EPB and Replicas using QVF Legacy both were piloted successfully for the May election. As this week's article points out, QVF Refresh EPB will be solely used beginning with the August election. QVF Refresh replica sites will be contacted in the next couple of months by state staff to uninstall their QVF Legacy replica and install the QVF Refresh version.



Michigan Bureau of Elections
News Update
for Election Administrators

May 20, 2019



BOE Closed Next Monday

The Bureau of Elections will be closed on Monday, May 27 in observance of Memorial Day. The next News Update will be Tuesday, May 28.

Upgrade to Windows 10



Microsoft will no longer support Windows 7 beginning January 14, 2020. Take inventory of any QVF or EPB computer(s) in your office currently using Windows 7 and upgrade them to Windows 10 as soon as you are able.

Taking this step soon is necessary since Microsoft will no longer provide support for Windows 7 users in the following ways:

- Security updates
- Technical support
- Correcting software bugs

Microsoft has been providing users with the message shown below. Users are referred to Microsoft.com/windows7 for more information.

IN THIS ISSUE

- BOE Closed Next Monday
- Upgrade to Windows 10
- Website Changes
- QVF Refresh Update
- Election Security - Learning Opportunity
- BOE Question of the Week



QVF Refresh Update

The QVF Refresh Software Release for May 17, 2019 is as follows:

Election Inspector.

- CSV Report of inspectors is available for both the Global Pool and the Inspectors Assigned.
- Student Inspectors can be edited and deleted from the Global Pool now.

AV List. Changed report to have a consistent number of lines per page and increased the font.

Election Security -





After January 14, 2020, users of Windows 7 won't be able to access the QVF Refresh software as their computer will be considered unpatched and vulnerable to cyber attacks without these necessary security updates. EPB computers using Windows 7 will need to be upgraded for the same reasons.



Website Changes

This week, the Michigan Department of State's website (including the Bureau of Elections' web pages) will have navigation menus on the top of the screen instead of the left hand side of the screen. The content will remain the same until further notice.

However, Bureau of Elections' staff have been working diligently to update content to make it consistent with the changes of Proposal 18-3. All counties and local jurisdictions need to do the same. Important items you must update on your website include:

- correction of registration deadlines (instead of 30 days, it is now 15 days for methods of registration other than in person at the local clerk's office, which goes through Election Day)
- inclusion of new option to register in the final 14 days of an election and on Election Day with the local clerk
- removal of the requirement to provide a reason to vote absentee
- references to the obsolete Must Vote in Person provision

Learning Opportunity

The Humphrey School of Public Affairs is hosting an Election Security: Preparing for 2020 Webinar on May 29 at 1 p.m. This webinar will be a discussion of a few easy and inexpensive improvements you should consider making in preparing for 2020. The webinar is free. Information on how to register can be found at this [link](#).

**BOE
Question
of the
Week:**



*How long
do I keep voter
registration forms
completed by voters that
registered in-person at
the Clerk's Office on
Election Day or in the
final 14 days before the
election?*

Answer: Six years. MCL [168.811](#) requires all voter registration applications executed by applicants who register in-person at the Clerk's Office on Election Day or in the final 14 days before the election to be retained for six years.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



- extended hours for registration and absentee voting the weekend before the election (must be posted when specific hours are determined)



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



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Michigan Bureau of Elections
News Update

for Election Administrators

May 13, 2019

**TOP
5**

Top 5 Election Day Registration Questions

Tuesday's election, the state's first Election Day under Proposal 18-3, went well. Election administrators and voters seemed to adapt quickly to the new registration rules, with 441 voters registering to vote on Election Day. The majority of questions received by BOE were those seeking reassurance on the proper procedures. Here are the most common questions we received.

- 1. Can a voter register on Election Day and vote in that day's election?** Yes, the voter can register and vote on Election Day if he or she provides residency verification.
- 2. The voter is already registered somewhere else, can he or she register here?** Yes, in addition to new registrants, voters who were previously registered at a different address (inside or outside your jurisdiction) may use the same day registration option to update their registration address to where they currently reside and vote from the new address on Election Day.
- 3. I've entered the voter into QVF, now what?** Select Clerk's Office as the Registration Location, then select the form of residency verification from the Residency Verification drop down, and click Save. You will then print the voter a receipt.
- 4. How do I print the receipt?** Click on the Voter Receipt button on the right side of the screen. If the button doesn't display, you didn't select the correct Residency Verification option.

IN THIS ISSUE

- Top 5 Election Day Registration Questions
- May Post-Election Audit Precincts Selected
- New Accreditation Classes Available
- QVF Refresh Update
- Updating Voting History
- County Clerks - Ballot Administration for August Election Due
- BOE Question of the Week

**QVF
Refresh
Update**



The QVF Refresh Software Release for May 10, 2019 is as follows:

Precincts and Polling Locations Lookup. A new Polling Location Report can be generated inside the Precincts and Polling Location Lookup screen allowing users to view the polling locations assigned.

Election Inspector Report. Corrected report to reflect the accurate payment amount, show phone numbers, email address, and vendor #'s.



5. How do I process a ballot as challenged?

Follow the steps on the notice that state the following:

- Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
- Conceal this number with a small piece of white paper taped over the number.
- Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
- The voter then will vote the ballot and place the ballot in the tabulator as usual.

The [Proposal 18-3 Frequently Asked Questions](#) document will be updated with the more nuanced questions over the coming weeks.



Post-Election Audit Precincts Selected

A full list of the precincts selected for the May post-election audits can be found at this link:

[Post-Election Audit Precinct Selections May 2019](#)

At least one jurisdiction has been selected from every county that had an election Tuesday. A few jurisdictions will be audited by BOE.

Please note, audits conducted by BOE are indicated in the county list. These audits also appear in one full list at the beginning of the document.

Audits must be completed by the end of June.

Residency Verification Report. This new report provides a list of all the voters who registered in the clerk's office using the residency verification field. Report has many sorting and filtering options by date range.

Preferences, AV

Tooltip. Added Ballot Rejected to the AV Tooltip where appropriate from the AV button on the Voter Registration screen when Show AV Tooltip is enabled in Preferences.

Updating Voting History



History for the May Election should be uploaded within seven days of the election. **All voting history must be entered now.**

Corrections should be entered as soon as possible following the county canvass.

What system do I use?

EPB Uploads – Use (old) QVF Legacy to upload your EPB history file.

Voting History Module – If you used the QVF Precinct List or need to manually adjust and/or correct voter history, use the QVF Refresh.

Updating voting history changes verify or challenged statuses to active and turns off the cancellation countdown where necessary. Accurate and timely entry of voting history ensures voter registration records that had

If your jurisdiction is listed:

- You will be contacted directly by a representative of your county clerk's office (or BOE for state audits) in the very near future to arrange for the audit.
- You will be asked to provide several items from the May election that will be used in conducting the audit.
- Do not delete your ePollbook (EPB) files or program from the encrypted flash drive or the EPB laptop (if applicable).
- The audits should be completed in two to three hours and will focus on the completion of several key Election Day and pre- and post-Election Day processes.

Please take some time to review the [Post-Election Audit Checklist](#) and [Post-Election Audit Manual](#) prior to your audit. The main objectives of this program are to reinforce important election related legal and procedural requirements and to identify specific topics that may need additional focus and/or clarification via training, documentation, communication or other support that can be provided by the Bureau of Elections.

The audit also will include a review of voted ballots with a hand tally of the last race on the ballot. The review of voted ballots will verify the equipment used to count votes worked properly and yielded the correct result.

For counties, an online course, [Conducting a Post-Election Audit online course](#) is available if you need a refresher on the process.

New Accreditation Classes Available

Three sessions of [Election Officials' Accreditation](#) for new clerks have been scheduled as follows:

June 6 & 7; Delta Township Hall; near Lansing

June 13 & 14; Delta Township Hall; near Lansing



been on the cancellation countdown become active and aren't cancelled after two general elections.

There are some circumstances that require you to manually add or remove a voter's history for an election including:

- Voters added to the Unlisted tab in the ePollbook or manually added to the Precinct List, once voter registration issues have been resolved (**NEW:** Any voter with a DL/PID entered on to the Unlisted tab is updated automatically and doesn't need to be manually updated)
- Voters who received provisional envelope ballots: If counted, you must also manually remove voting history for AV voters whose ballots were received in QVF and rejected later, most commonly if a voter passes away before Election Day or the voter didn't sign their AV envelope.

SPECIAL NOTE: If an election other than May 7, 2019, was downloaded and used on Election Day, you **MUST MANUALLY** enter the voting history. DO NOT upload the EPB voter history file for a wrong election.

For instructions on manually recording voting history and/or making corrections, review the [QVF Refresh Manual Chapter 5](#).

For instructions on uploading EPB Voter History into QVF or the EMP, review pages 40-41 of the [Electronic Pollbook User Manual](#).

June 20 & 21; Marquette

The first day of each class will be from 10 a.m. to 4 p.m. and the second day from 9 a.m. to 1 p.m. This in-person class is one part of the [Initial Accreditation Curriculum](#) found in the eLearning Center.

All new clerks are required to attend the one and a half day in-person class as part of the initial curriculum. Other new election officials are also welcome. This class is only for people who haven't previously been accredited.

County Clerks - Ballot Administration Due



Ballot Administration due no later than May 24

The QVF Ballot Administration deadline for the August 6, 2019 election is **May 24**. Meeting this deadline is critical to ensure that city and township election officials can access their assigned election administration tasks for voters participating in this consolidated election.

Please refer to eLearning by searching for the key words: Ballot Administration for the manual and training video. Once all full term, partial term, proposals, and Duty List are entered and marked complete at 100% statewide, we will enable the MOVE Ballot and the Michigan Voter Information Center (MVIC) website.

BOE Question of the Week:



How do I request an account to be activated or inactivated?

Answer: Complete the [Account Request form](#). This form should be used to create, deactivate, or make changes to an existing account.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



Michigan Bureau of Elections
News Update
for Election Administrators

May 6, 2019

Same Day Registration Reminders



As a final reminder for those with a May election tomorrow, voters who register to vote on Election Day with the local clerk:

- Must show residency verification;
- May vote either an absent voter ballot with the clerk or vote at the precinct

Use QVF Legacy for EPB & Precinct List

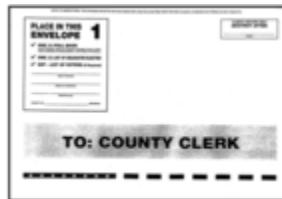


All clerks conducting a May election **must use QVF Legacy (old) or the Elections Management Portal (EMP) to perform the following tasks:**

1. Download the Electronic Poll Book (EPB)
2. Print the Precinct List
3. Upload and enter Voting History following the election

[MCL 168.668b](#) requires the ePollbook download to occur after 4 p.m. today.

Election Night Material Delivery



For local elections not held in conjunction with a **county** or state election, local clerks may deliver election materials to the County Clerk and Board of Canvassers the day after the election (Wednesday, May 8)

IN THIS ISSUE

- Same Day Registration Reminders
- Use QVF Legacy for EPB & Precinct List
- Election Night Material Delivery
- BOE is Hiring
- BOE Question of the Week

BOE is Hiring!



The Bureau of Elections has posted an [Election Security Specialist position](#).

This position works as a special assistant for the director of elections, focusing on election security, special projects and strategic planning. The position will work with BOE staff and the Executive Office to develop and implement an extensive election security-related education and training program for internal staff, as well as county and local election officials, focusing on election-related cyber security, physical security and secure and sound election administration procedures. Assist county and local election officials in completing detailed election system security assessments and implementing security improvements as identified and needed, covering all major county/local election

by 11 a.m. The County Canvass must begin no later than May 9 at 9 a.m. and conclude by May 21. Local clerks are advised to coordinate the delivery of election materials with their County Clerk. (MCL [168.809](#) & [168.821](#))

system components. Provides assistance to the Secretary of State Election Security Advisory Commission, ensuring major recommendations and findings are incorporated into the ongoing Election Security Plan. Maintain, track and report on all aspects of the department's federal election security grant program.

This position is a limited term of two years, with the possibility of extension. The deadline to apply is Sunday, May 12. Interested applicants should apply through the [governmentjobs website](#).

**BOE
Question
of the
Week:**



*Is BOE
going to update the
Absent Voter Ballot
Information Posting?*

Answer: While the [Absent Voter Ballot Information Posting](#) isn't a requirement of local elections, the Bureau of Elections has modified the format to include information about AV ballots issued to those who register to vote on Election Day. For state and federal elections, the AV ballot information is required to be posted before 8 a.m. on Election Day, again before 9 p.m. on Election Day and again after all AV ballots have been processed.

Have a question you'd like to see in the Question of the Week? Send it to Elections@Michigan.gov.

Helpful Links



Michigan Bureau of Elections News Update

for Election Administrators

April 29, 2019



Technical Support for the May Election

The following support will be available from the QVF Help Desk and BOE Election Specialists prior to and on May 7:

- * Saturday, May 4 and Sunday, May 5 The QVF Help Desk and Election Specialists will provide support from 8 a.m. until 5 p.m. each day
- * Monday, May 6: Election Specialists and the QVF Help Desk will be available from 8 a.m. until 6 p.m.
- * Election Day (Tuesday, May 7): Election Specialists and the QVF Help Desk will be available from 6:30 a.m. until 10 p.m.

***NOTE:** If your call goes to voicemail, please leave a detailed message and your call will be returned as quickly as possible.

The number for the QVF Help Desk is: 800-310- 5697.

Numbers that can be used to reach Election Specialists: 800-292-5973 or 517-335-3237.

Review the [Bureau of Elections Contact Information Who to Contact listing](#) to get connected to the correct division faster.

Voting Equipment Vendor Contacts: [Click here for list](#)

Reminders: Saturday and/or Sunday Office



IN THIS ISSUE

- Technical Support for the May Election
- Saturday and/or Sunday Office Hours, AV Ballot, and Voter Registration Reminders
- May Election Inspector Resources
- Redistricting Update
- QVF Refresh Update
- New Rights for Michigan Voters
- Handling Emergencies on Election Day
- BOE Question of the Week



QVF Refresh Update

QVF Refresh Software Release for April 26, 2019

Post Office City & Zip Code Lookup. Able to look up zip codes and post office cities.

Print Queue. Corrected an addressing issue when the voter status changes. Also, the name suffix is now printing on the .csv ID Export from the Inbox.

Inspector. Added Active, Inactive, and Student to the

Hours, AV Ballot and Voter Registration

Final reminders regarding absentee ballots and voter registration:

Absentee ballots may be mailed via first class mail to a voter up until 5 p.m. Friday, May 3.

Local clerks or other authorized personnel appointed by the clerk must be available in the clerk's office for at least 8 hours offered in some combination of hours Saturday, May 4, and/or Sunday, May 5. Those hours should have been published, posted and submitted to BOE via QVF by April 8.

On Saturday and/or Sunday, voters may register to vote with residency verification and/or request an absentee ballot in person. During that weekend voters may take any AV ballot issued with them - it doesn't have to be voted in the clerk's office.

The Emergency Absentee Ballot window starts after 5 p.m. Friday, May 3 and goes through 4 p.m. on Election Day.

On Monday, May 6, voters may request an absentee ballot in person and vote the ballot in the clerk's office until 4 p.m.

Absentee ballots must be returned by 8 p.m. on Election Day.

Check the post office after normal delivery for late arriving ballots on Election Day.

For full instruction on the [Absentee Voting Process review Ch. 6 of the Election Officials' Manual](#).



May Election Inspector Resources

Minor revisions should be made to the [Managing Your Precinct on Election Day - Election Inspectors' Procedure Manual Flip Chart](#). A full revision of the manual won't be complete for the May election. Those having a May election, should print the [Flip Chart Edits - label document](#) in the eLearning Center. This Word document is designed to print on Avery 5163 shipping

Global Pool as filter options. Additionally, work history for each inspector has been added.



New Rights for Michigan Voters

A [New Rights for Michigan Voters flyer](#) has been produced by the Secretary of State's office in consultation with the [Election Modernization Advisory Committee](#). This flyer can be printed and displayed or shared on your website or social media. It highlights the new options voters have under Proposal 18-3.

Handling



Emergencies on Election Day

As the May Election approaches, it is important to take a moment or two to review emergency procedures. Remember: County and local clerks cannot shorten or extend the polling hours unless and until directed to do so by individuals who retain the proper legal authority.

If an emergency occurs within your jurisdiction that could have potentially interrupted the voting process or closes one or more polling places in your jurisdiction, take direction from local law enforcement officials and call the Bureau of Elections as soon as possible. If it is necessary to evacuate a polling place for any reason, instruct the precinct board to take possession of the poll book

labels (10 labels to a page). Simply printing on to paper and pasting in to the flip chart is OK as well.

Refer to the online version of the [Managing Your Precinct on Election Day - Election Inspectors' Procedure Manual Flip Chart](#) for placement of each label.

The [chart available on page 7 of Chapter 11 of the Election Officials' Manual](#) and the [EPB Supplemental Guide](#) should be printed and available for use in each precinct, as well.

Redistricting Update

In the case of *League of Women Voters of MI v Benson*, several current congressional, state House and state Senate districts were alleged to have resulted from partisan gerrymandering. After a trial, the federal court hearing the case agreed that the affected districts were drawn in an unconstitutional manner, barred the use of current district boundaries for those districts in future elections, and ordered special elections in 2020 for certain state Senate districts. A list of the districts *directly affected* by this ruling is provided below.

The Michigan Legislature and Governor will have an opportunity to enact new redistricting plans for the affected districts, which must be signed into law on or before August 1, 2019. If the Legislature and Governor fail to enact new plans by the deadline, a panel of 3 federal judges will draw new boundaries for the affected districts.

We expect the court's decision will likely be appealed to the US Supreme Court; therefore a final outcome will not be known for some time. At this point, there is nothing that local election administrators need to do.

If and when districts are redrawn, the new redistricting plans for congressional, state House and state Senate districts will require updates to the QVF street index to ensure that each voter is assigned to the correct electoral districts and precinct. We understand that you may have many questions regarding the impact on your jurisdiction, your ability to redraw precinct boundaries to account for the new districts, future ballot programming and printing changes that may be required to accommodate precincts that are split as a result of the new districts, preparing and mailing voter ID cards to all voters who are affected by a change in districts or precinct, and preparing for special



before leaving the polling place.

If an emergency occurs outside your jurisdiction that raises questions over the interruption of the voting process or the suspension of the election, do not take action unless or until you receive direction from the Bureau of Elections. Polling hours cannot be extended beyond 8 p.m. without a court order.

Minor Emergencies

Power Outages - Tabulators, some VATs and Electronic Pollbooks will run for a significant amount of time if properly charged. Keep devices charging on Election Day!

Laptop/Flash Drive Malfunctions - Have precinct lists and pollbooks available for **immediate use** by election inspectors in the event of an EPB failure.

Also consider having a backup encrypted flash drive available for use.

Reminder: In the event of a wide-scale emergency on Election Day, the Bureau of Elections will send a News Update.

BOE Question of the Week:



How do I deputize a new election assistant?

Answer: If you've hired a new election assistant to help with the issuance of absent voter ballots or processing voter

state Senate primaries and elections in 2020. Please be assured that BOE is working on developing timelines and informational materials in preparation for this new redistricting project.

While we recognize that boundary changes in the districts that are directly affected by this ruling will impact neighboring districts, it is not possible to provide a complete list of all of the districts that may be redrawn. The districts that are *directly affected* by this court ruling are:

Congressional Districts: 1, 4, 5, 7, 8, 9, 10, 11, 12

State Senate Districts: 8, 10, 11, 12, 14, 18, 22, 27, 32, 36

State House Districts: 24, 32, 51, 52, 55, 60, 62, 63, 75, 76, 83, 91, 92, 94, 95

Please continue to watch the weekly News Updates for additional information as it develops.

registrations, deputize him or her with an oath. A [sample oath](#) for a deputized assistant of the clerk's office can be found in the eLearning Center.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and [MISOS@public.govdelivery.com](https://public.govdelivery.com/misostopics) to your safe senders list.



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Michigan Bureau of Elections News Update

for Election Administrators

April 22, 2019

May Election Technical Preparations



As a reminder, EPB must be downloaded out of QVF (old) Legacy for the May election. **Law now requires this download to occur after 4 p.m. the Monday prior to the election.**

Remember ePollbook laptops require anti-virus, BIOS, and windows updates to be performed prior to installation of the EPB software. These items take time.

Review the [Laptop Preparation and Maintenance Instructions](#) today.

Call volumes will increase to the QVF Help Desk with technical questions about using the ePollbook and printing the Precinct List, so you might not be able to reach someone right away. There are many resources available to assist with these processes in the [eLearning Center](#).

Many manuals written for specific operating systems are available for clerks and election inspectors, including:

- Electronic Pollbook User Manual - Windows 7
- Electronic Pollbook User Manual - Windows 10
- Electronic Pollbook: Reminders for Election Officials Course

Tutorial Video Clips include:

- Printing the QVF Precinct List
- Defining the Privacy Zone
- Flash Drive Settings

IN THIS ISSUE

- May Election Technical Preparation
- May Election - Notice of Election, Public Accuracy Test & Write-In Deadline
- QVF Refresh Update
- National Voter Registration Form Available in a Variety of Languages
- BOE Question of the Week

QVF Refresh Update



QVF Refresh Software Release for April 19, 2019

Voter Search. Address Labels sorted by Precinct/Name are now sorted by precinct code, last name, first name, middle name, suffix.

Print Queue. Corrected a problem; notices are now printing correctly from the Print Queue.

Election Inspector. Work history options now allows viewing each inspector's work experience.

Petitions. Improved date-checking process in voter search.

- Setting QVF Options to Include Ballot Style Aliases
- Downloading the EPB Software from QVF or the EMP
- Installing the EPB Software on the Laptop
- Preparing the EPB Software for Election Day
- Preparing the EPB Software for the Opening of the Polls

If you have further questions after reviewing the materials above, please contact us.

For technical questions on the EPB, QVF, QVF Refresh or EMP Software, contact the Help Desk at 1-800-310-5697 or QVFHelpDesk@michigan.gov.

For procedure questions, contact the election specialists at 1-800-292-5973 or elections@mi.gov.

If you call and are sent to voicemail, please leave only one message with detailed information about the problem you are encountering. This ensures a clean call log and allows the Bureau of Elections to return calls more efficiently.



Next Week's Requirements for the May Election

Notice of Election

Per MCL 168.653a, the Notice of Election for the May election must be published in a newspaper of general circulation by Tuesday, April 30.

The information requirements for millage elections has changed. Review [Ch. 16 - Pre- and Post-Election Information of the Election Officials' Manual](#) for full details on what should be included in the notice. A [sample Notice of Election](#) is also available.

Public Accuracy Test

The Public Accuracy test must be conducted by the Election Commission no later than Thursday, May 2. The

QVF Refresh Manual Update

The [QVF Refresh Manual Chapter 2: Voter Registration](#) has been updated to include information on registering voters within 14 days of an election, including residency verification, Address Not Found functionality, the Clerk's Office Voter Registration Receipt, and New Voter/Moved In Voter Notices.

For QVF Refresh Basic users who can enter voter registrations which occur within 14 days of an election, the [QVF Refresh Basic Users Voter Reg video](#) is available in the eLearning Center. The video shows the Voter Reg Quick Match search used to register voters as well as the information pertinent to registrations within 14 days of an election.

For QVF Refresh Complete users who are already familiar with voter registration tasks, the [QVF Refresh Voter Reg video](#) is available in the eLearning Center. This video shows the new information for registrations within 14 days of an election.



National Voter

Registration Forms Available in a Variety of Languages

The Election Assistance Commission (EAC) has translated the [National Voter Registration Form](#) in 15 languages. Those languages include Arabic, Bengali, Chinese, French,

meeting must be posted and held in accordance with the Open Meetings Act.

Write-In Filing Deadline

The deadline for write-in candidates to file Declaration of Intent forms is 4 p.m. Friday, April 26, for the May Election. If a write-in candidate has filed in your jurisdiction, be sure to review the Write-In Section of the Managing your Precinct on Election Day - Election Inspectors' Flipchart.

Haitian Creole, Hindi, Japanese, Khmer, Korean, Portuguese, Russian, Spanish, Tagalog, and Vietnamese.

**BOE
Question
of the
Week:**



*On
Election Day, can
someone serve as
a deputy clerk registering
voters at the clerk's office
and as a precinct chair at
the same time?*

Answer:

No. By law, the clerk, the deputy clerk or their deputized assistant must be available in the clerk's office to register voters from 7 a.m. until 8 p.m. on Election Day. On Election Day, precinct chairs must remain in the polling place to ensure that order is maintained.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links





Michigan Bureau of Elections
News Update
for Election Administrators

April 15, 2019



May Election - Voter Registration

Monday, April 22, is the deadline for registering to vote in any manner other than in person at the local clerk's office and being eligible to vote in the May 7 election.

After Monday, April 22, and through Election Day, Secretary of State branch offices and agencies of DHHS that provide voter registration services will be providing customers who register with a notice informing the voter that he or she needs to take additional steps to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center.

Any voter registered by mail with a registration form postmarked after April 22 also must be sent a notice. This notice is generated in QVF by clicking on the Voter Notice button. The notice prints in a format that can be folded and placed in a windowed envelope. While this notice always must be sent by mail, we strongly encourage clerks also to use any phone number or email address provided to inform the voter of the additional steps needed to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center.

Registration in person with the local clerk

After April 22, voters still may register and be eligible to vote in the May election by appearing in person in the clerk's office and providing residency verification. A chart listing the acceptable forms of residency verification can be found on [page 13 of Chapter 2 of the Election Officials' Manual](#). When selecting Clerk's Office as the Registration Location in QVF, the system will prompt you to select what type of Residency Verification was provided. A receipt must be generated in QVF by clicking on the Voter Receipt button. You must provide this receipt to the voter. A [sample receipt](#) can be viewed in the eLearning Center.

IN THIS ISSUE

- May Election - Voter Registration
- Use QVF Legacy for EPB and Precinct List
- QVF Refresh Basic User Training Available Online
- QVF Refresh Update
- August Election Deadlines
- Proposal 18-3 Online Training Course
- Election Center Professional Education Program
- BOE Question of the Week



QVF Refresh Update

QVF Refresh Software Release for April 12, 2019

The software release includes the following items:

- **Business Address Lookup.** Ability to look up business addresses found under Lookup menu option.
- **Voter Search.** Users can now scan a DLN or Voter ID barcode while the

Full instruction on the new voter registration process can be found in [Chapter 2 of the Election Officials' Manual](#).

Use QVF Legacy for EPB & Precinct List

All clerks conducting a May 7, 2019, election **must use QVF Legacy (old) to perform the following tasks:**



- Download the Electronic Poll book (EPB)
- Print the Precinct List
- Upload Voting History following the election.
(Manual voting history must be performed in QVF Refresh.)

To prepare for the EPB May election download, BOE technical staff is transferring the ballot style aliases entered into QVF Refresh into the QVF Legacy (old) system. Please ensure that your ballot style aliases are in QVF Refresh and accurate **no later than Friday, April 19, 2019**. We copied them over once and will perform this one more time after the April 19 deadline. If using aliases, we encourage you to conduct a preliminary download of the EPB software and review the data to ensure that all geography aligns as expected. If any inconsistencies are found, contact the QVF Help Desk immediately for correction.

Note: QVF Legacy Replica sites should replicate prior to downloading the EPB for Election Day on Monday, May 6.

QVF Refresh Basic User Training Available Online



The QVF Help Desk is pleased to announce that the QVF Refresh Introductory Election Administration Curriculum has been replaced with an updated [QVF Refresh Basic User Training curriculum](#) in the Elections eLearning Center. This online course will be required of all new QVF Refresh Basic users. Basic accounts allow users to perform a number of important tasks, including searching for voters, tracking AV applications and ballots, generating MOVE ballots, running

cursor is in **any** textbox and the voter search will automatically search and return voters.

- **Dymo Label.** Corrected issue where label no longer prints now and into the Print Queue as well.

August Election Deadlines



The following deadlines for the August election are approaching:

Nominating Petitions for Partisan and Nonpartisan Candidates - April 23 at 4 p.m.

Local Ballot Proposal by Petition - April 30 at 5 p.m.

Local Ballot Proposal Certified to County - May 14 at 4 p.m.

All dates and deadlines for the August election can be found on the [August Calendar of Dates](#), the [August/November Calendar of Dates](#) or via the digital calendar found in the eLearning Center.

Proposal 18-3 Online Training Course



As a reminder, a **required** online training course covering [Proposal 18-3 & Election Administration](#) was released on April 1.

AV-related reports and, now, **entering voter registrations that occur in the 0-14 days prior to an election**. The curriculum guides trainees to:

- Print course handouts, the QVF Refresh Troubleshooting Guide and the QVF Refresh Profile Preferences Guide
- View and listen to the online course, which can be completed in less than two hours
- Print and email their QVF Refresh User Agreement to qvfhelpdesk@michigan.gov

Accounts will be created and credentials sent within a week. Since every user of the QVF Refresh software (which is replacing QVF, QVF Lite and the Elections Management Portal) must have their own account, plan now to create or reactivate deputies' and other election staff's eLearning Center accounts so they may complete training and access software.

Users who already have QVF Refresh Basic accounts have the additional functionality of registering voters in the 14-day period prior to the election. There will be no need to retake any training sessions.

In-person training is required for [QVF Refresh Complete](#) access to complete voter registration tasks all year, with full access to the QVF Inbox, card and notice printing, and custom reports. As with any Elections eLearning Center courses, use the "Notify me of new sessions" link to join the Interest Tracker to aid the BOE in planning future regional training dates and locations.

Over 1500 election administrators have completed this course in just two weeks. Thank you for your dedication to Michigan voters!



Election Center Professional Education Program

The [Election Center \(National Association of Election Officials\)](#) is providing 10 of their 12 Certified Elections Registration Administrator (CERA) classes in Milwaukee over the next two summers. These summer sessions are provided at reduced rates. Coupled with Milwaukee's close proximity to Michigan, they provide a great opportunity for Michigan election officials to participate in the program. The Professional Education Program is a partnership with Auburn University and specializes in election and voter registration administration. To learn more about the program, visit the [Election Center's website](#).

**BOE
Question
of the
Week:**



As a QVF Refresh Basic User, do I need to take additional training to register voters in the 14 day period prior to an election?

Answer: No additional training is required. The permissions have already been added to your role.



Michigan Bureau of Elections News Update

for Election Administrators

April 8, 2019

Proposal 18-3 Town Hall Sessions



Last Monday, we released a **required** online training course, [Proposal 18-3 & Election Administration](#). This course covers the changes to election law from the passage of Proposal 18-3.

Do you still have questions? Do you want to talk to a Bureau of Elections trainer about these changes? We have scheduled seven regional in-person "town hall" training sessions over the next couple of weeks. We gave priority registration and chose training locations based on where May elections are being conducted.

To sign up for a session near you, register for the [Proposal 18-3 Election Administration Town Hall Session](#) in the eLearning Center. Please note attendance at these sessions is optional. If you don't have a May election and these dates and locations don't work for you, we will be scheduling more after the May election.

Don't forget: We've run many articles in the News Update regarding Proposal 18-3, modified all of the Election Officials' Manuals, and have a [Frequently Asked Questions](#) document available for your review. If you have other questions about the new laws and process, don't hesitate to contact us.

Training
Tips

May Training Points for Election Inspectors

With the Proposal 18-3 changes, it is important to ensure election inspectors are provided training and resources prior to the May election.

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- Proposal 18-3 Town Hall Sessions
- May Training Points for Election Inspectors
- QVF Refresh Update
- May Election Reminder - Election Inspector Appointments
- Election Innovation - Citizens' Election Administration Academy
- BOE Question of the Week

QVF Refresh Update



QVF Refresh Software Release for April 5, 2019

Clerk Contacts. Added an option of selecting "Appt" to indicate the clerk regular business hours are by appointment only under the Hours/Location tab when entering business hours.

Branch Lookup. Able to lookup branch codes using this newly added lookup screen.

Voter Registration. Provides the ability to apply districts to a voter when the street address isn't found when moving the voter in or

The first and most important item election inspectors must understand is voters shouldn't be turned away just because they aren't found in the ePollbook.

Voters, in this situation have options, including the ability to register to vote on Election Day with their local clerk if they aren't already registered, or if they have issues with their current registration that might otherwise prevent in the issuance of a regular ballot.

A chart walking the election inspector through these options is available on [page 7 of Chapter 11 of the Election Officials' Manual](#). QVF has also created an [EPB Supplemental Guide](#) for use by election inspectors. Please print the chart and the supplemental guide for use in each precinct.

What might an election inspector experience on Election Day that is different from past elections?

1. The voter may bring a [Clerk's Office Voter Registration Receipt](#) to the polls. That means the voter registered with the local clerk in the last 14 days. If the voter registered prior to the EPB download, the voter should be on the list and the election inspector should follow the instructions in the EPB. If the voter registered after the EPB was downloaded, the election inspector must add the voter to the Unlisted tab and follow the remaining instructions on the receipt.

The receipt will provide the election inspector with the ballot type to be issued (regular or challenged), instructions on how to process a challenged ballot when applicable, the voter's ballot style and a prefilled application to vote for them to record the ballot number and voter number on. The voter should sign the Application to Vote and then it may be spindled with all others.

2. A voter who indicates he or she has moved (generally by placing a different address on the Application to Vote than the address listed in the EPB) may still complete a Change of Address form if the move was made in the same jurisdiction and vote in that precinct. The voter also may vote one last time in the old precinct if the move was outside of the jurisdiction and within 60 days of the election (these voters also have the option of re-registering in the new jurisdiction at the clerk's office). If the voter moved outside of the jurisdiction more than 60 days prior to the election, the voter should be directed to go to his or her new clerk and register to vote on Election Day.

registering a new voter in the 14 days prior to and on Election Day. This feature was added to ensure that immediate registration could occur during this period. The QVF Refresh Voter Registration – Chapter 2 manual is being updated and will be announced when available.

May



Election Reminder - Election Inspector Appointments

Election inspectors must be appointed by your Election Commission no later than April 16 (MCL 168.674). Remember: Election Commission meetings are subject to the Open Meetings Act and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors).

Remember when recruiting election inspectors, you can hire anyone registered to vote within the state as well as 16- or 17-year-olds. In addition, the inspectors can be of any state recognized political party but not Independent. The [Election Inspector Application](#) lists the eligible parties.

For more information, review [Chapter 13 – Appointing and Training Election Inspectors of the Election Officials' Manual](#) or [Recruiting, Training, and Appointing Election Inspectors Online Course](#).

3. Provisional envelope ballots should be issued only in rare circumstances. Any voter found eligible for an envelope ballot should be sent to the local clerk to register if possible. This will result in the casting of a ballot on Election Day versus an envelope ballot that may or may not be counted. If a voter is unwilling or unable to go to the clerk's office, the voter is entitled to a provisional ballot.

What current process do we need to reinforce?

1. How to issue a challenged ballot by identifying the ballot. Most voters who register in the final 14 days, including Election Day, will need to be issued a challenged ballot. As mentioned above, detailed instructions will be on the voter's receipt, but this is a good process to reinforce with a hands-on activity.
2. When entering a voter in the unlisted tab, ballot numbers must be manually entered, and the next regular ballot issued will need to be adjusted. The system won't auto advance.

:

Election



Innovation

Ingham County Clerk Barb Byrum recently started the Ingham County Citizens' Election Administration Academy. The academy is a five-month program focused on providing education to those interested in learning more about how elections work.

Each session focuses on a general area of election administration, some of which include:

- Responsibilities of Election Administrators
- Maintaining the Voter Rolls
- Ballot Design and Testing
- Computer Programming
- Behind the Scenes on Election Day
- Election Certification and Post-Election Duties

Those who complete every session will earn a certificate of completion. The public, elected officeholders, candidates, and the media were encouraged to attend. If you are interested in more details about how to implement something similar, Byrum is happy to share. Email her at bbyrum@ingham.org.



Michigan Bureau of Elections News Update

for Election Administrators

April 1, 2019

Proposal 18-3 & Election Administration Online Course



A new course will be assigned to election administrators in the eLearning Center today. This course, [Proposal 18-3 & Election Administration](#), covers the changes to election administration from the passage of Proposal 18-3 in November and subsequent law changes.

This course is required to be completed by all election administrators. The course can be found in your [eLearning Center](#) transcript.

Reporting Saturday and/or Sunday Hours



Any jurisdiction having a May election must report the hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the May election. Law requires the clerk's office to maintain a minimum of eight hours over those two days. The time may be split between Saturday and Sunday or all conducted on one day. This information must be entered in to QVF **no later than Monday, April 8**. This information also must be posted with other township or city postings in a central location.

To enter this information in to QVF:

Select Clerk Contacts from Lookup, select your jurisdiction and tab to the Hours/Location tab. Enter your Business and Pre-Election Weekend Hours and add any Additional Registration Locations using the Add Location button if needed. Select Save before exiting.

IN THIS ISSUE

- [Proposal 18-3 & Election Administration Online Course](#)
- [Reporting Saturday and/or Sunday Hours](#)
- [Beware of Phishing Emails](#)
- [QVF Refresh Update](#)
- [Notice of Registration Available](#)
- [May Voting Instructions Available](#)
- [BOE Question of the Week](#)

QVF Refresh Update



Software Release for March 27, 2019

Master Cards & ID Cards.

Now can be printed in a csv format from Voter Search, Voter Registration, Print Queue and Inbox. Also added the csv format option for master cards and ID cards in Preferences.

Signature Report. Added options for report output in the Signature Type field to now allow users to filter by the following signature types: None, Primary, Secondary, Either/Both.

See [Chapter 11 - Clerk Contacts of the QVF Refresh Manual](#) for further instruction.

This information will be presented under the Election Information Local Clerk tab on the [Michigan Voter Information Center website](#) to assist your voters.

Beware of Phishing Emails

Earlier this week, the EI-ISAC (Elections Infrastructure Information Sharing & Analysis Center) sent out an alert regarding an increase in phishing and credential harvesting attempts specifically targeting the election community. Please stay alert, be wary of links and attachments, and remind your employees to do the same. There is no shame in calling or emailing someone directly to confirm that they meant to send an email. **If you get a phishing email or any other suspicious email, please send it to the ISAC as an attachment:** submission@malware.cisecurity.org.



Some jurisdictions have reported receiving official-looking emails that actually are forged to appear to be from someone else. A phishing attack is often in the form of an email directing you to an official-looking website, link, or attachment. This can make your computer and office network or data vulnerable to malware, spam and additional phishing attacks.

A little diligence and precaution can go a long way to protect yourself and your office. **Before opening** attachments or clicking any links in emails you receive be sure to:

- Check the shown “From:” email address is the actual sending email address Name@Organization.com versus “<hacker@spoof.com>” The actual email sender can be forged to look like someone else.
- Displaying the Full email message Header is an easy way to identify phishers. This varies by email program.
- Scrutinize incoming emails for noticeable typos or mistakes.

Notice of



Registration

The Notice of Registration for the May election must be posted in a newspaper of general circulation by Monday, April 8. This notice was formerly the Close of Registration notice and has different required elements. A [sample Notice of Registration](#) is available in the eLearning Center. Review [Ch. 16 - Election Related Information of the Election Officials' Manual](#) for full requirements.

May Voting



Instructions Available

The [Voting Instructions \(What Every Voter Should Know\)](#) have been updated for the May election and include changes for Proposal 18-3. Please print and replace all pages for this election. The Spanish version is out for translation and will be posted soon. Both can be found on the Information for Election Administrator's webpage in the Calendars & Voting Instructions box.

BOE Question of the Week:



Have there been any changes to nominating or qualifying petition forms?

Answer: No. Nominating or qualifying petitions with a revision date of 2015 are

- Analyze emails that request payment, reference invoices or imply urgency.
- Use spam filters in your email program to put unknown senders automatically in spam or junk folders to review later.
- Install and run anti-virus and malware detection software.
- Avoid accessing organizational email on public Wi-Fi connections.

**Do not forward suspicious emails to anyone else.
Report suspicious activity by saving the email and
attaching it to a new email to those who assist you
with IT issues, as well as to ISAC as indicated above.**

the most current version of
these petition forms.

Have a question you'd like
to see
in the Question of the
Week? Send it to
elections@michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and [MISOS@public.govdelivery.com](https://public.govdelivery.com/misos) to your safe senders list.



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Michigan Bureau of Elections News Update

for Election Administrators

March 25, 2019



Absentee Ballot Processing

As you begin issuing absentee ballots for the May Election, it is important to review [Chapter 6 - Michigan's Absentee Voting Process of the Election Officials' Manual](#). This chapter has been updated to reflect the switch to no-reason AV voting. You can also review the March 8, 2019 News Update for more information.

Important Reminders:

- AV ballot applications should have been updated to the 2019 version and should not include the old required checkboxes, which requested a reason for voting AV.
- [Ballot Marking Instructions](#) specific to the May Special Election should be included with AV ballots.
- QVF must be used timely to track AV ballot processing for all voters.
- Picture ID must be requested from voters who request their ballot in-person. Voters without picture ID in their possession may sign the Affidavit of Picture ID and receive a ballot. Picture ID is not requested if the person applies for the AV ballot by mail.
- AV voters that need an AV ballot reissued, either because they spoiled their ballot or it was not received, must make a signed request (by mail, email, or in person) to the clerk in order for a new ballot to be issued.

IN THIS ISSUE

- Absentee Processing Reminders
- Testing Voting Equipment
- QVF Refresh Software Release
- May 2019 MOVE Compliance Report
- MVIC - New Design and Look
- BOE Question of the Week

QVF Refresh Software Release



The QVF Refresh software release for March 22, 2019 is as follows:

- **Lookup.** There is a new menu to the standard toolbar for look up features that includes the recently added jurisdiction lookup and district data lookup.
- **Clerk Contacts.** Added Hours and Location tab to record business hours and pre-election weekend hours required by Proposal 18-3. Jurisdictions

Testing Voting Equipment - a Vital Piece of Security



Preliminary equipment testing should begin soon. Local Election Commissions are responsible for conducting accuracy tests in accordance with the procedures established by the Secretary of State. (MCL 168.794a(3), 798.)

Ensure you are following proper testing procedures by reviewing the [Test Procedures Manual](#). In addition, courses are available in the [eLearning Center](#), including a course for [special proposal elections](#). This course walks you through creating a test deck for a special election. Another helpful course is [Preparing for and Conducting the Preliminary and Public Accuracy Tests](#).

Other Tasks: During the testing process, BOE also recommends:

- Verifying the date and time - [Time Adjustment Instructions](#) are available
- Verifying all equipment tamper evident seal numbers with the seal numbers on file

Test Decks Marked by a Printer: If a test deck includes ballots marked by a printer and those ballots did not come from the stock that will be used on Election Day, at least three should be replaced and hand marked with Election Day ballots. This ensures testing of both the program and Election Day ballots.

Documenting the Process: Remember, testing materials must be kept under seal and the seal numbers must be recorded. Use the [Tabulator Program & Security Certification form](#) and the [VAT Testing & Security Certification Form](#) to aid in properly documenting this process. We have discovered at post-election audits that these forms are often misplaced. Promulgated Rule requires this form to be sealed into the testing container and BOE recommends keeping an additional copy on file in the office.

The Public Accuracy test must be conducted by a quorum of the Election Commission no later than **Thursday, May 2, 2019**. The meeting must be posted at least 48 hours before the test (MCL 168.798) and held in accordance with the Open Meetings Act.

are required to post and provide to the Bureau of Elections the hours they will be open the Saturday and/or Sunday before an election. This update allows you to provide that information at least 30 days prior to an election by simple use of QVF. Additional registration locations can also be added in to Clerk Contacts if the local clerk uses that option. Clerk Contacts is now located under Lookup on the standard toolbar. More details, including visual instructions, will be provided in next week's News Update for those having a May election.

- **Voter Registration.** Does not allow voter to register more than once on election day.



May MOVE

Compliance Report

The US Department of Justice requires every jurisdiction with voters having a May election to submit the [Military and Overseas AV Compliance Report](#).

This report must be submitted even if you had **ZERO** military and overseas

Important Notice to Jurisdictions Using 3rd Party Vendors for Testing:

If you are using the same vendor that programmed the county's memory devices to prepare the test deck and/or conduct the preliminary testing, the Election Commission must also complete the [Election Commission Certification Form](#) at the public test. Designating a single vendor to create and then test the performance of memory cards they programmed removes critical checks and balances from the logic and accuracy testing process. The integrity of the testing process may come into question if one party is responsible for both developing and testing the accuracy of the program.

Note: A vendor is not an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

civilian voter absentee ballot requests.

263 of 557 jurisdictions as of the release of this News Update still need to report. Reporting is due by the end of the day tomorrow, Tuesday, March 26.

View the [Received Compliance Reports for May 2019 Elections](#) to see if we have your report. Counties can also use this to view reports for your county.

If you have not submitted this report, please login to the [eLearning Center](#) and complete the [May 2019 Compliance Report](#) now.

MVIC – New Design and Look

The [Michigan Voter Information Center](#) has a new look and feel. It now provides a modern, clean and simple design with a new color palette. The Bing maps feature has been updated with a very helpful direction feature. Some new language providing more guidance to voters will also be coming soon.

BOE Question of the Week:



Proposal 18-3 requires a lot of changes. I've read the three articles you've put out this month and I still have questions. Where can I find answers?

Answer: We understand if you still have questions. We've created a

[Proposal 18-3 Frequently Asked Questions \(FAQ\) document](#) for your use. We will add to this document as we receive more questions. Remember, if you missed one of the three News Updates, they are archived in the [eLearning Center](#). Please note, an online training course on Proposal 18-3 is coming soon.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misor@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](https://www.govdelivery.com/misos) to your safe senders list.



Questions?
[Contact Us](#)



Michigan Bureau of Elections News Update

for Election Administrators

March 18, 2019

Military/Overseas AV Delivery Requirement is Saturday

IMPORTANT REMINDER: If you have a May election and have received one or more ballot requests from military or overseas protected voters since November 7, 2018, **ballots MUST be** emailed, faxed or postal mailed by Saturday, **March 23rd** via the voter's preferred method. If regular ballots are NOT available to be mailed by Saturday, the "MOVE ballot" in QVF Refresh must be printed and mailed instead.



Electronic ballots are available now

You can obtain the electronic ballot by entering the application in the voter's record in QVF Refresh. Full instructions can be found on [page 6 of the Military and Overseas Voters Manual for Election Administrators](#).

Be sure to proof electronic ballots before sending to ensure their accuracy.

To confirm compliance with this requirement, all jurisdictions with voters in this election (even if you have zero requests) are required by law (MCL 168.759(a)) to complete and submit The MOVE Compliance Report in the eLearning Center, after Saturday but **no later than Tuesday, March 26, 2019**.

In addition to the MOVE Compliance Report, ensure these ballots are being properly recorded in QVF. Each voter must be marked as Military or Overseas and the requested delivery method should be noted as well.

For more information and full instructions, please review the [Military and Overseas Voters Manual for Election Administrators](#).

IN THIS ISSUE

- Military/Overseas AV Delivery Requirement is Saturday
- Help Desk Available Saturday
- Delivery of May Ballots
- QVF Refresh Software Release
- BOE Question of the Week



**QVF
Refresh
Software
Release**

The QVF Refresh Software Release for March 15, 2019 includes the following software changes related to Proposal 18-3:

Voter Registration:

- Changes made in voter registration to allow voters to register within 14 days of an election, and on election day, in person at the clerk's office with proof of ID (or the voter may sign an affidavit that the voter does not have ID) and residency.
- A new Voter Notice is available

Help Desk Available Saturday



The QVF Help Desk will be available from 9 a.m. to 2 p.m. on Saturday, March 23, 2019 to support those local clerks who are printing or downloading electronic MOVE ballots and processing the transaction in QVF to meet the military and overseas voter delivery Saturday requirement for the May 7th election.

If you need assistance, please do not hesitate to call at 800-310-5697 and leave a voicemail. Your call will be returned ASAP.

Delivery of May Ballots

Per [MCL 168.714](#), absent voter ballots for the May 7th Election must be delivered to local clerks by the county clerk no later than 45 days prior to the election. County clerks must ensure ballots are delivered **by March 23rd** for the May Election.



when a voter registers by mail within 14 days of an election. There are two types: New Voter and Moved In Voter. This notice must be mailed to the voter. QVF will select the appropriate type.

- A new Voter Receipt is available when a voter registers within 14 days of an election in person at the clerk's office with proof of ID and residency. There are two receipt types based on the ballot to be issued: Regular or Challenged. QVF will select the appropriate type.
- Basic Users can now register voters within 14 days of an election, and on election day.
- Must Vote in Person (MVIP) is no longer on the voter registration page.

My Preferences:

- Ability to print a perm AV request box on the QVF Printed AV application with a new Preference. Select "Show Perm AV" to turn this feature on.

AV Scan/AV Details:

- Provides an additional Perm AV field in AV Scan and Details

so voters can be marked perm AV in those screens.

Please note: Full instruction on how to use these features will be addressed in the Proposal 18-3 online training course being released at the end of March.

Below are other QVF Refresh Changes (not related to Proposal 18-3):

Lookup:

- County Lookup feature now available.

My Preferences:

- Allows users to select statewide as their default search option.

BOE Question of the Week:



I'm not having a May election, why am I receiving May election reminders?

Answer: Given the extensive changes to election law, the Bureau of Elections is not going to do a Special News Update series for the upcoming May election. Our hope is to reinforce the effect of the changes on an election by sharing May preparation information with all election administrators.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.



Michigan Bureau of Elections News Update

for Election Administrators

March 11, 2019



Proposal 3 and Notices, Postings, and Election Inspector Processes

This article is the final in a series of three covering the recent changes to elections from the passage of Proposal 18-3 and legislative changes that occurred in the final months of 2018. The first two articles covered voter registration and absentee balloting. This article covers the changes to notices, postings, and the election inspector process. In late March an online course will be released fully covering the changes. All election officials will be required to complete the training.

Notices

The **Close of Registration** notice is now the **Notice of Registration**. It is required to be published at least 30 days prior to an election. It must include the days and hours, up to and including election day, that the clerk will be at the clerk's office or other designated place to receive registrations. It must also include the offices and ballot proposals that will appear on the ballot. If ballot proposals are on the ballot, the notice must include a brief description of the ballot proposals and information on where voters can obtain the full text of the proposals. The Bureau of Elections also recommends that the notice include a list of other offices where voters can register (including voter registration agencies), along with an explanation that voters can register by mail by using the mail-in registration form found at mi.gov/vote. A [Notice of Registration sample](#) is in the eLearning Center.

The **Notice of Election** for an increase in the total tax rate limitation must include a statement of the amount by which the total tax rate limitation is increased and the number of years the increase would be effective. It no longer requires a Treasurer's statement to be included.

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- Proposal 3 and Notices and Postings
- Secretary Benson Speaks About Elections, Transparency Before House Committee
- MVIC New Look and Feel
- Party Order has Changed on Ballots
- BOE Question of the Week



Secretary Benson Speaks About Elections, Transparency Before House Committee

Secretary of State Benson testified before the House Committee on Elections and Ethics on March 6. You can read her testimony at [this link](#). We welcome your responses and feedback! Please send them to BensonJ4@Michigan.gov.

MVIC New Look and Feel!



Another new notice (which was mentioned in the voter registration article) is the one given to a voter who registers in days 0-14 in any other manner than in-person with the clerk. That voter will be given a notice that explains the voter must register in-person with their new clerk if they wish to vote in the upcoming election, or can instead vote one last time in their old jurisdiction in Michigan. [See example](#). QVF is being programmed to generate the notice for mail-in registrants. [See example](#).

Postings

In addition to maintaining 8 hours the weekend before the election for issuance of absent voter ballots (which can be offered in any combination of Saturday and/or Sunday hours), clerks must post and notify the Bureau of Elections of these hours. We will be collecting this information via QVF and will provide full instructions when the software change is released.

Governing bodies may also approve additional locations and hours for the issuance of absent voter ballots. These hours would be above and beyond your regular hours and the required 8 hours over the Saturday and/or Sunday prior to election day. If a jurisdiction elects to exercise this option, it must also be posted and provided to the Bureau of Elections. Those additional locations would have to allow challengers in the same manner that one would on election day.

Election Day Process Changes

Election inspectors will need to understand what happens when a voter registers on election day.

For voters not found on the registration list on election day, the new and most likely scenario an election inspector will encounter is a voter who has registered on election day with the local clerk. (All voters that register prior to 4 p.m. on Monday will be on the list). The voter should have a receipt ([see example](#)) that will provide the election inspector with instructions on how to add the voter to the Unlisted tab in the ePollbook, and then issue a Regular or Challenged ballot depending on what documentation of identity and residency the voter provided to the Clerk. The "Challenged" process in this scenario is to use the "Challenged Ballot" button and identify the ballot by writing and concealing the ballot number on the ballot. No other documentation is required, and the ballot is put in the tabulator.

The [Michigan Voter Information Center \(MVIC\)](#) (mi.gov/vote) is receiving a new look and feel to update and modernize the website. The new look will be available starting on March 15, 2019. The cleaner format will assist voters in finding the information they need for the upcoming election. Take some time to familiarize yourself with the new format!



Party Order has Changed on Ballots

The order in which political parties are presented on the ballot is determined every 4 years. Michigan election law, MCL 168.703, stipulates that the party whose candidate receives the greatest number of votes for the office of Secretary of State shall be placed first on the ballot. The position of other political parties on the ballot is determined based on the same rule; the political party of the candidate that receives the second highest number of votes appears second, etc. Political party candidates are not rotated on the ballot. Information on the political parties with ballot access status and the order of appearance can be found here: [State of Michigan Political Party Status](#)

The following is the order in which the parties will appear on ballots produced through the 2022 cycle:

Democratic Party

Republican Party

But election inspectors will also need to know when they should send the voter to another precinct, issue a provisional ballot, or send the voter to the clerk to update their registration. We've charted these options out on [page 7 of Chapter 11 of the Election Officials' Manual](#). We anticipate the provisional **Envelope** process will become virtually obsolete, as the voter may now cast their ballot by registering with the Clerk. There may be an occasional scenario where issuing a provisional **Affidavit** ballot is more efficient for the voter than going to the clerk's office.

Lastly, while we also anticipate voters will rarely go to their old precinct one last time when they move, the process is still available if they do. A voter who moves within the jurisdiction would just fill out a change of address form and be issued a regular ballot. A voter who moved out of the jurisdiction can vote one last time if the move was within 60 days of the election but should be directed to their new clerk to register if the move was more than 60 days.

U.S. Taxpayers Party

Working Class Party

Libertarian Party

Green Party

Natural Law Party

**BOE
Question
of the
Week**



Remind me, which BOE phone numbers changed?

Answer: The phone numbers for the Election Liaison Section Line (line to Election Specialists) and BOE fax number have changed. The old numbers will no longer transfer to the new number in the next few weeks.

The [Michigan Bureau of Elections Information page](#) has been updated to reflect the changes.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



Having trouble viewing this email? [View it as a Web page](#).



Michigan Bureau of Elections

News Update

for Election Administrators

March 8, 2019



Proposal 3 and Absentee Balloting

This article is the second in a series of three covering the recent changes to elections from the passage of Proposal 18-3 and legislative changes that occurred in the final months of 2018. This article covers the changes to the absentee balloting process. Last week's article covered voter registration and the final article will cover the changes to notices, postings, and election inspector processes. In late March an online course will be released fully covering the changes. All election officials will be required to complete the training.

Absentee Balloting

Section G of [Proposal 3](#) makes changes to the absent voter (AV) balloting process. Voters no longer need to give a reason to vote an AV ballot! This means any registered voter may request an AV ballot simply by submitting a signed request ([application](#) or note) to their local clerk.

Time frames for issuing ballots were also changed by Proposal 3 and subsequent legislation. Key times to note:

- **Last Day to Issue an AV by Mail** –The deadline for voters to request an absent voter ballot by First Class mail has changed to the Friday prior to the election at 5 p.m. Clerks must honor requests received by that time and mail ballots to voters. If the clerk does not maintain regular office hours, arrangements must

IN THIS ISSUE

- [Proposal 3 and Absentee Balloting](#)
- [Election Calendars](#)
- [QVF Refresh Software Release](#)
- [BOE Question of the Week](#)

Election Calendars Now Available

Important dates and deadlines are rapidly approaching. The following calendars are available:

The following calendars are available:

- [August 2019](#)
- [August/November 2019](#)
- [November 2019](#)

In addition, a digital calendar is available in the eLearning Center by clicking on the calendar icon. Instructions on how to link the google calendar to Outlook are available as well.



QVF Refresh Software Release

The QVF Refresh Software Release for March 1, 2019 includes the following:

- **Voter Registration.** New Dymo Label button on Voter Registration screen

be made to check incoming mail and email to ensure requests are honored.

- **AV Emergency Time Frame** – The time frame in which voters may request emergency AV ballots now runs from 5 p.m. on the Friday prior to the election through 4 p.m. on Election Day.
- **Weekend Hours** – Section G also requires the local clerk's office to be open at least 8 hours on the weekend prior to an election. These hours can be offered in any combination of Saturday and/or Sunday hours. Those times must be determined, posted, and submitted to BOE at least 30 days prior to the election. We'll have more information on that process in next week's article.
- **Election Day** – a clerk or deputized staff must be available from 7 a.m. to 8 p.m. in the Clerk's office to register voters and issue absentee ballots.
- Ballots issued on Election Day must be delivered to the Precinct or AVCB for processing as soon as possible after the polls close.

As noted last week, voters may register up until and including Election Day with their local clerk. Those same registrants can request an absentee ballot at the time of registration. Important points:

- Clerks must keep some AV ballots for each precinct at their office for issuance on Election Day.
- Same-day registrants have the option to vote an AV ballot in the clerk's office or vote in their precinct on Election Day. Registrants should be advised of poll closing times.
- Because voters can now register up to and including Election Day, there is an increased possibility that a voter who has been issued AV ballot in one jurisdiction will move to a new jurisdiction in between applying for the ballot and Election Day, and apply to vote in the new jurisdiction instead. Election administrators must be

permitting users to print Dymo labels immediately.

- **Quick Match:** Cursor placed in Driver License Number field by default.
- **Ballot Administration:** Corrected Duty List percentages and calculations based on the responses.

BOE Question of the Week:



I think I missed a News Update, are they archived somewhere?

Answer: Yes! All News Updates are archived in the [eLearning Center](#). Simply click on the News Update icon or do a keyword search.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



cognizant of these scenarios and understand whether the ballot in the old jurisdiction or the new one will count. The Canceled/Rejected/ Moved Out Ballot List Report in QVF helps election administrators monitor these moves. See [page 13 of Chapter 6 of the Election Officials' Manual](#) for a chart covering these scenarios.

- AV and precinct ballots of those who register in days 0-14 and do not provide residency verification via a DL/PID must be challenged. QVF will also have a new report to help election administrators monitor these challenges for AV ballots. See [page 13 of Chapter 2 of the Election Officials' Manual](#) for determining the ballot type. Remember, QVF will keep track!

Spoiling AV Ballots

In the spring of 2018, legislation was passed that requires an AV voter to request a new AV ballot in writing. For those who have already returned their AV ballot, these requests must be made by mail no later than 2 p.m. the Saturday prior to the Election (this is later than the regular deadline for requesting an AV ballot by mail) or in-person by 4 p.m. the day prior to the election. There is no remedy for this situation on Election Day – the voter's original AV ballot will be accepted. This scenario is most often seen during Presidential Primaries.

If the voter has not returned or received the AV ballot, the voter must also request a new ballot in writing. This is true even when the post office has simply not delivered the ballot. The time frames for this request are the same as above; however, the voter may also go to the precinct on Election Day and complete the Affidavit of Lost or Destroyed AV Ballot to vote a regular ballot. More information on this process can be found on [page 8-9 of Chapter 6 of the Election Officials Manual](#).

Permanent Absent Voter Ballot Application Lists

Any voter may request to be placed on a permanent absent voter ballot application list, meaning that the voter will receive an AV ballot

APPLICATION prior to each election. Voters must ask to be placed on the permanent list. You may not send AV ballot applications to voters who have not requested them, but you may advertise the permanent AV ballot application list, including via a mailing. We strongly recommend that you use a permanent AV ballot application list. It allows clerks to manage AV ballots for repeat-requesters earlier in the process, and gives voters more time to complete their ballots.

If you do NOT maintain a permanent AV ballot application list and you receive a request from a voter to be placed on that list (including by checking the box on the AV ballot application), you should notify the applicant that you do not maintain a permanent AV ballot application list and the voter will have to request an AV ballot application for each election.

As stated last week, the requirement of using QVF in real time has never been more important. We are making system changes to help guide you through the QVF, which if used properly will make this process simple. When a voter has requested an AV ballot from you and then registered in another jurisdiction, or vice-versa, you'll receive a notification of outstanding AV ballots. In the scenario a voter has returned a ballot to you, that voter will be required to write to you to cancel that ballot so the voter can vote in the new jurisdiction.

One final, very important note. The Michigan Constitution now requires ballots be available to all voters by the 40th day prior to the election and requires issuance to military and overseas voters by the 45th day before the Election (the military/overseas requirement was already in statute). Although there already was a statutory requirement that county clerks deliver AV ballots to local clerks by the 45th day before the Election, BOE knows that in practice some counties have not delivered ballots by the statutory 45-day deadline, or even by 40 days before the election. This practice must change, as delivering ballots after the 40th day will result in a violation of the Constitution.

New AV Ballot Application Available

There is a new version of the no-reason absent voter ballot application available online at the

following link: [Absent Voter Ballot Application](#). If you already printed versions of the absent voter ballot application in the previous format, you may continue to use those, and you should accept applications received in that format. One of the changes in the new version is a notification that e-mail addresses and phone numbers will be used only for official election purposes. The Department has taken the position that e-mail addresses, like phone numbers, are exempt from disclosure under public records laws because of the privacy exemption.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



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Michigan Bureau of Elections News Update

for Election Administrators

February 27, 2019



Election Officials' Manual Updated

Over the next week, updates to the chapters in the [Election Officials' Manual](#) will be posted to the website. Please note the revision date of February 2019 in the upper right hand corner and on the website link. Please also note that there may be additional changes to the manual (perhaps even prior to the May election). We will announce any further changes in future News Updates.



Proposal 3 and Voter Registration

This article is the first in a series of three covering the recent changes to elections from the passage of Proposal 18-3 and legislation enacted in late 2018 and covers the changes to the voter registration process. Subsequent articles will cover the changes to absentee balloting, notices (including samples!), postings, and election inspector processes. In late March an online course will be released fully covering the changes. All election administrators will be required to complete the training.

Voter Registration

Sections D, E, and F of [Proposal 3](#) and enacted legislation make changes to the voter registration process. Section D changes the Secretary of State branch process to “automatic voter registration.” When eligible citizens who are not already registered to vote complete a driver’s license or personal identification card transaction, they will be automatically registered to vote unless they affirmatively decline. Registered voters will have their

IN THIS ISSUE

- Election Officials' Manual Updated
- Proposal 3 and Voter Registration
- QVF Refresh Update
- Temporary Precinct Consolidations for May Elections
- BOE Question of the Week

QVF



Refresh Update

The following QVF Refresh software updates have been released to accommodate necessary changes resulting from Proposal 3:

Voter Registration

- effective date logic changed from 30 days to 15 days from date registered unless registered in person at the clerk's office with the proper residency verification (ID and residency)
- a new residency verification field

records updated if their address or other information has changed. Voters will not need to complete the blue and white registration form, so branch offices will be sending you voter registration information in a new format. When the form redesign is complete, we'll announce the change and a sample of the new form.

Sections E and F of Proposal 18-3 and enacted legislation change the traditional "close of registration." The deadline to register to vote is no longer 30 days before an election. Under the new law, voters may register in person, by mail, or online up to 15 days prior to an election. Voters may also register in person with their local clerk within 14 days of an election, up to and including Election Day. A voter registering in the final 14 days, including Election Day, will need to show proof of residency in addition to proof of identity (or an ID that proves both). A chart showing the types of proof of residency and identity is available on [page 13 of Chapter 2 of the Election Officials' Manual](#). NOTE: Only voters registering in the final 14 days must show proof of residency while registering.

Because a voter may register on Election Day, the clerk or a deputized staff member (not an election inspector) must be available for voter registration services at the Clerk's Office all of Election Day. This means that local clerks who have the county clerk maintain their voter registration will need to take QVF training on voter registration so that they can utilize QVF in that 14-day period. Training information will be forthcoming.

We know this process may raise some questions and concerns. The requirement to use QVF in real time has never been more important. We are making system changes to help guide you through the QVF, which if used properly will make this process simple. For example, if you select Clerk's Office as the registration location in the final 14 days, the system will now know to ask you what type of identity and residency verification the voter provided. This will determine if the voter receives a regular or challenged ballot. The system will also display the information in the ePollbook and on the voter's receipt that QVF will generate. See [pages 2-3 of Chapter 2 of the QVF Refresh Manual](#).

Here are some answers to questions we've already received:

1. When I try to register a voter, what happens if he or she has received an absentee ballot in another jurisdiction?

has been added to be used from 14 days prior to and including Election Day when a voter registers in your jurisdiction

- effective dates are red and bolded when the voter does not qualify to vote until after the upcoming election date

Absentee Voter Details

- a warning message appears if an AV ballot was already issued and/or received in the voter's previous jurisdiction.

[Chapter 2 of the QVF Refresh manual](#) has been updated to reflect these changes. Please note - additional QVF changes will be coming next month and the manual will be updated again as a result.

More software development changes are currently being worked on and will be released once completed and tested. We will keep you posted in the News Updates as these are released.



Temporary Precinct Consolidations for May Elections

Election Commission Requirements

- If the voter has not returned that absentee ballot, you can register the voter. QVF will reject the absentee ballot and notify the other clerk.
- If the voter has already returned the absentee ballot, the registration will not go into effect in your jurisdiction until *after* the election (meaning the voter cannot vote in your jurisdiction in that election), unless the **voter** has asked the old jurisdiction to reject the absentee ballot. The absentee ballot rejection process must be done in writing.

This process is charted out on [pages 12-13 of Chapter 6 of the Election Officials' Manual](#).

2. What if the voter tries to register in more than one jurisdiction on Election Day?
 - The voter will only be allowed to register once on Election Day. If someone attempts to register in a second jurisdiction, QVF will not allow the update and the clerk will receive a system message.
3. What about the 30-day residency requirement? Does that still apply?
 - Yes. By law, voters must be 30-day residents of a jurisdiction to be qualified to vote in that jurisdiction. This is a self-certifying requirement: The voter only needs to sign an attestation confirming the voter has or will have lived in that jurisdiction for 30 days at the time of voting. The voter does not need to provide documents proving the voter has lived in the jurisdiction for 30 days.
4. Can residency proof be electronic? Say the voter has access to their utility bill on a cell phone but doesn't have a physical copy.
 - Yes, the documents used for residency verification can be shown to the clerk on a cell phone. The voter does not need a print out.

What else?

- Voters who register in the last 14 days at any location other than a clerk's office will be provided a notice that the voter must register in person with the new clerk in order to vote in the new location, or otherwise can vote in the old location for the

The deadline for temporary precinct consolidations for the May election is **Friday, March 8th**. Things to remember:

- the Election Commission must pass a resolution
- a consolidated precinct cannot contain more than 5,000 active registered voters
- only whole precincts may be combined
- voters must be notified by mail if their polling location has changed
- notice must be posted at the closed polling location & provide directions to the new polling location
- temporary consolidations are only permissible in non-state/federal elections

For more information regarding the temporary consolidation of precincts, please refer to [Chapter 14 of the Election Officials' Manual](#) or the online course titled [Voting Precincts and Polling Locations](#).

**BOE
Question
of the
Week:**



***How long
do we have to keep
cancelled mastercards?***

Answer: Cancelled mastercards have to be

upcoming election. This notice will be given to voters who register at SOS Branch Offices, Voter Registration Agencies, and County Clerks. The local clerk will send a notice to those who register by mail. [View a sample in the eLearning Center.](#)

- When a voter who did register at another location appears in person at the local clerk's office, the clerk does not need to re-enter the voter in to the system. Simply pull up the voter's record, select Clerk's Office as the Registration Location, select the correct of Residency Verification Option, and Save.
- Because of Proposal 18-3's amendments to the Michigan Constitution, the Must Vote in Person (MVIP) requirement for voters who register by mail their first time in Michigan no longer applies. This designation will be removed from all voters' records in QVF, and QVF will no longer mark new registrants with the requirement. Please note, this does NOT eliminate the state and federal ID requirement for first time voters who register by mail. For more information [see pages 8-9 of Chapter 2 of the Election Officials' Manual.](#)
- The law now defines receipt of a mail-in registration form without a postmark as received on time if it is received by the 8th day prior to the election and dated at least 15 days prior to the election.
- Any challenged status given to a voter who registered within 14 days of an election will be removed after election day, regardless of whether they voted or not.

retained for 5 years. See the [Retention Schedule](#) for details on how long other election materials need to be retained.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

February 20, 2019

New Statement Required on Affidavit of Identity

At the end of 2018 the Legislature amended [MCL 168.558](#) to require a statement that "the candidate meets the constitutional and statutory qualifications for the office sought" to the [Affidavit of Identity](#). We have updated the form on our website to include this statement. You should destroy all other Affidavits and only provide this form to candidates wishing to file as a candidate in 2019.

The amendment also made changes to what information is now required to be provided on the form. The [Affidavit of Identity](#) must contain:

- The candidate's name
- The candidate's residential address
- A statement that the candidate is a citizen of the United States
- A statement that the candidate meets the constitutional and statutory qualifications for the office sought
- The manner in which the candidate wishes to have his or name appear on the ballot

The omission of any of these items from an [Affidavit of Identity](#) is a fatal defect and the candidate should not be certified to the ballot.

Please note that the amendment to this section removed the requirements that the ward and precinct where registered and the candidate's number of years of residence in the state and county be provided.



IN THIS ISSUE

- New Statement Required on Affidavit of Identity
- Submit May Ballot Proofs to BOE
- New BOE Phone Numbers
- BOE Question of the Week



Submit May Ballot Proofs to the Bureau of Elections

Counties please forward a copy of your ballot proofs to the Bureau prior to production in PDF format. Bureau staff will review all ballots to ensure that they conform to the current ballot production standards.

Submit all proofs by email to the attention of Carol Pierce at piercec1@michigan.gov. Please include "Ballot Proofs" and the name of your county in the subject line of your email submission. If corrections are needed or any changes are made to the ballots following submission and/or approval, the PDFs must be re-submitted.

The forms committee will be reviewing the Affidavit of Identity form and recommending changes. Once this is done, we will ask vendors to produce updated forms. Until that time, please do not use or purchase stock that does not include the newly required statement, and only provide a copy printed from our website. This is important because providing the old form could place a candidate in jeopardy of not being certified to the ballot based on an incomplete Affidavit of Identity.

We understand that some of you with an August Primary election have probably already provided the old form. Please provide an updated form to those candidates. If someone has already filed with you, please ask that candidate to file an amended Affidavit of Identity prior to the filing deadline.



Congrats to the City of Rochester Hills!

The City of Rochester Hills won the US Election Assistance Commission (EAC) 2018 Clearinghouse Award for its *Election Day Precinct Support Portal* which allowed precinct workers to submit requests or questions via a smart phone or tablet using a simple Google Form.

Congratulations to Clerk Tina Barton and her staff on this great honor!



New BOE Phone Numbers

As a reminder, the Michigan Department of State has switched to a new telephone service provider. As a result, the phone numbers for the Election Liaison Section Line (line to Election Specialists) and the BOE Fax number are changing.

The [Michigan Bureau of Elections Contact Information page](#) has been updated to reflect the changes.

Please update your speed dials or saved contacts to these new numbers. The old numbers will no longer work in mid-March.

**BOE
Question
of the
Week:**



I need to update the job title or email address on my eLearning Center account. How do I do that?

Answer: The email address, job title, and jurisdiction are fields that you cannot update on your own. To change these fields, just fill out the [Account Request form](#) and we'll do it for you.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



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Michigan Bureau of Elections News Update

for Election Administrators

February 11, 2019

ePollbook Use Now Required by Law



In accordance with Public Act 614 of 2018, all cities and townships are now required to use the electronic pollbook software developed by the Michigan Bureau of Elections in each precinct on election day to process voters and generate election precinct reports.

Those jurisdictions who have not yet applied to receive a laptop are encouraged to submit the Electronic Pollbook (EPB) Grant Application ASAP. Without applying for the EPB grant, you will have to provide a laptop to use in each precinct by some other means.

The grant covers the initial cost of implementing the EPB by providing the following items per precinct:

- 1 laptop and bag
- mouse
- encrypted flash drive
- magnetic strip card-reader

This grant does not cover laptops for absent voter counting boards, school precincts, or the costs of maintenance or replacement of laptops or associated e-pollbook hardware. Counties who have not yet applied for the EPB grant are encouraged to do so. They can receive one set of e-pollbook items which may be helpful for training purposes or providing a back-up in emergencies.

If your jurisdiction has already received laptops through this grant program but has added additional precincts since applying for the EPB grant, you may submit an application to receive a laptop for any additional

IN THIS ISSUE

- ePollbook Use Now Required by Law
- Ballot Proposal Deadline
- Bipartisan Policy Center Webcast
- BOE Closed Next Monday
- BOE Question of the Week



Ballot Proposal Deadline

As a reminder, ballot wording of proposals qualified to appear on the May ballot must be certified to county and local clerks by 4 p.m. on February 12th.

Counties - please remember Ballot Administration is due on February 14th.



Bipartisan Policy Center Webcast

The Bipartisan Policy Center is hosting a discussion on The Voting Experience: 2018 and the Future on February 14th from 8:30 - 5 p.m. This can be viewed by webcast by

precincts. The grant application is available in the [eLearning Center](#).

Details on training and delivery will be provided after the grant application has been submitted.

signing at the [Bipartisan Policy Center's website](#).

BOE



Closed

The Bureau of Elections will be closed on Monday, February 18th in observance of President's Day.

BOE
Question of
the Week:



I received an email from electiondata@michigan.gov is that a BOE email address? It asked for copies of Applications to Vote and AV Ballot Applications, what if they are under seal?

Answer:

The electiondata@michigan.gov email is a valid BOE email address and you should comply with the request. While only ballots have to be kept under seal for retention purposes, if your Applications to Vote and/or AV Ballot Applications are also under seal, you do have authority to break the seal to access the documents.

Have a question you'd like to see in the Question of the



Michigan Bureau of Elections News Update

for Election Administrators

February 4, 2019

Special School Elections & Proposal 3

Given the requirements of Proposal 3, local jurisdictions may no longer "opt-out" of the issuance of absent voter ballots for an election. The Constitutional

Amendment and associated legislation requires clerks to be available for the issuance of absent voter ballots and voter registration for all elections, regardless of local clerk duties established in current school election coordinating committee plans. While local jurisdictions may continue to opt-out of polling place functions, clerks for each jurisdiction with voters in the special school election must now:

- issue all absent voter ballots, including military and overseas voters, beginning 45 days prior to an election
- post and notify the BOE of the eight hours the clerk will be open the Saturday and/or Sunday prior to an election (details forthcoming)
- be open from 7 a.m.. to 8 p.m. on Election Day to process same day voter registration and issue absent voter ballots to those voters if they choose not to go to the polls

Some jurisdictions that have issued AV ballots for these elections but opted out of the polling place operations have placed the clerk who is processing the AV ballot on election day's return address on their AV envelopes. This practice may continue, however, the voter may also return the ballot to their local clerk. Arrangements will need to be



IN THIS ISSUE

- Special School Elections & Proposal 3
- AV Applications Available
- Beware of Phishing Emails
- QVF Refresh, Legacy, and EMP Outage
- New Accreditation Classes Available
- Updated Test Deck Manual
- BOE Question of the Week

QVF Refresh, Legacy, and EMP Outage



QVF Refresh, Legacy, and EMP will be unavailable on Sunday, February 10, 2019 from 8:00 a.m. to 4:00 p.m. for system maintenance. Thank you for your patience during this time.

New



Accreditation Classes Available

Two sessions of [Election Officials' Accreditation](#) for **new clerks** have been scheduled for March 7 & 8 or March 21 & 22. The first day of each class will be

made to deliver the voted absentee ballots to the processing clerk.

County Clerks - Ballot Administration Due

Ballot Administration due no later than February 14th

The QVF Ballot Administration deadline for the May 7, 2019 election is **February 14th!** Meeting this deadline is critical to ensure that city and township election officials can access their assigned election administration tasks for voters participating in this consolidated election.

Please see the email sent out last week for full instructions and additional resources. Once all information is in and marked complete at 100% statewide, we will enable the MOVE Ballot and the Michigan Voter Information Center (MVIC) website.



AV Ballot Applications

Proposal 3 eliminated the need for a reason to vote absentee. The AV Applications for the May election have been updated and are now available in the following places:

Online Applications:

- [Printable Version](#)
- [Fillable Version](#)
- [Large Print Version](#)
- [Spanish Version](#)

QVF Refresh: Once your County Clerk has completed Ballot Administrator for the May election, the election will be available and the new application may be printed from the system. If you have **combined precincts and/or ballot style aliases** for this election that you want to print on the AV applications, they need to be entered in **Election Geography** before applications are generated.

held from 10 a.m. to 4 p.m. and the second day from 9 a.m. to 1 p.m. This in person class is one part of the [Initial Accreditation Curriculum](#) found in the Elections eLearning Center. The classes will be held at Delta Township Hall; near Lansing MI.

All new clerks are required to attend the 1.5day in person class as part of the initial curriculum. Other new election officials are also welcome. This class is only for people who have not attended the in-person accreditation class previously.

Updated
Test
Deck
Manual



The [Test Procedure Manual for Voting Systems and Voter Assist Terminals](#) has been updated. The changes reflect the addition of straight ticket voting to the General Election and a two-party Primary due to the Libertarians not maintaining ballot access.

BOE
Question
of the
Week:



I left a voicemail or sent an email last week but haven't received a response yet. Help?

Answer: The Bureau of Elections was closed most of last week due to weather. We will catch up this week! Thank you for your patience and enjoy this week's warm up.

Have a question you'd like to see

If you use the QVF-Printed AV application form, remember that the instructions for the reverse side can be printed from the Reports Menu, Pre-printed Backsides.

For more information, please review the [QVF Refresh Manual Chapter 6 - Absent Voter Tracking](#). You may also view the [QVF Refresh Absent Voters – Mass AV Application online course](#).

Vendors: Vendors have been notified of the changes and many have submitted proofs. Please verify with your vendor prior to purchasing that they have received approval from the Bureau of Elections for the applications you purchase.

Important Note: Old versions of AV Ballot Applications may not be used and must be destroyed. Simply blacking out the reasons is not acceptable.



Beware of Phishing Emails

Some jurisdictions have reported receiving official looking emails that are actually forged to appear to be from someone else. A phishing attack is often in the form of an email directing you to an official looking website or link or attachment. This can make your computer and office network or data vulnerable to malware, spam and additional phishing attacks.

A little diligence and precaution can go a long way to protect yourself and your office. **Before opening** attachments or clicking any links in emails you receive be sure to:

- Check the shown “From:” email address is the actual sending email address [Name@Organization.com](mailto>Name@Organization.com) versus “<hacker@spoof.com>” The actual email sender can be forged to look like someone else.
- Displaying the **Full** email message **Header** is an easy way to identify phishers. This varies by email programs.
- Scrutinize incoming emails for noticeable typos or mistakes.

in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



- Analyze emails requesting payment or reference invoices or imply urgency.
- Use spam filters in your email program to put unknown senders automatically in spam or junk folders to later review.
- Install and run anti-virus and malware detection software.
- Avoid accessing organizational email on public Wi-Fi connections.

Do not forward suspicious emails to anyone else. Report suspicious activity by saving the email and attaching it to a new email to the proper group.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

January 28, 2019



QVF Access & Training

Training is required for all QVF Refresh users to obtain an account. QVF training is no longer a part of the Election Officials' Accreditation Class. The following training opportunities are available for new users or those that have not moved to Refresh and would like more training.

QVF Refresh Introductory Election Administration Curriculum (also known as QVF Basic) - this online training curriculum gives users, including temporary employees, Basic access. Basic access does not include voter registration tasks but allows voter searches and absent voter application and ballot processing. Basic users may gain access by completing the course in the [eLearning Center](#).

QVF Refresh Class - Complete - this in-person hands on training class gives users access to most aspects of the software including voter registration, notice processing, street index maintenance, etc. Registration for these classes is required in the [eLearning Center](#).

New QVF Refresh Videos Available

The [QVF Refresh Troubleshooting Guide Video](#) and [QVF Refresh Profile Preferences Video](#) have been added to the eLearning Center for your convenience. The accompanying manuals to both sections are also available in the eLearning Center. We highly recommend every QVF



IN THIS ISSUE

- QVF Access & Training
- New QVF Refresh Videos Available
- Ballot Marking Instructions
- BOE Question of the Week

Ballot Marking Instructions

The [Ballot Marking Instructions](#) have been updated for the re-instatement of straight ticket voting.

BOE Question of the Week:



How can a voter cancel their voter registration?

Answer: If a voter wishes to cancel their voter registration, the request must be in writing and include the voter's signature. They can submit something in writing by mail, email or fax.

Have a question you'd like to see

Refresh user watch these short videos and follow the recommendations. Both resources include important recent updates and replace the version you may have received at a training in early or mid-2018.

Your user experience in the QVF Refresh web application is based on a variety of settings on your workstation, so the Troubleshooting Guide includes several important settings recommendations for your web browser (Internet Explorer 11) as well as some tips for printing or working with common optional accessories like a Dymo Printer or barcode scanner.

Your user experience can also be enhanced by selections in Profile Preferences. These preferences are for your account only and travel with you from one workstation to another if needed. Profile Preferences might include defaults that would be saved for a period of time and adjusted as needed, like an upcoming Election Date, or personal or local preferences, such as whether you want to print QVF-printed or Pre-Printed ID cards.

Current chapters of the QVF Refresh Manual in PDF format for reading or printing are available in the eLearning Center or right in QVF Refresh under Help.

in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Michigan Bureau of Elections News Update

for Election Administrators

January 21, 2019

BOE Closed Today

The Bureau of Elections is closed today in observance of Martin Luther King, Jr. Day.



Voting System Survey Reminder

In mid-December, we asked all jurisdictions to complete a [survey on Voting Systems](#). If you have not yet completed this survey, there is still time. Please take a moment to assist us in gathering the data needed to evaluate your experience with the new voting systems in the November 2018 General election.



2019 City Filing Deadlines

For those cities conducting elections in 2019, please ensure you are communicating the correct candidate filing deadlines.



May Election (no primary) - filing deadline is January 22nd at 4 p.m.

August Primary/November Election (includes jurisdictions that only hold a Primary when a certain number of candidates file) - filing deadline is April 23rd at 4 p.m.

IN THIS ISSUE

- BOE Closed Today
- Voting System Survey Reminder
- 2019 City Filing Deadlines
- Transition to QVF Refresh
- Michigan Joins ERIC
- New BOE Phone Numbers
- BOE Question of the Week



Michigan Joins ERIC

We are excited that Michigan has joined the Electronic Registration Information Center, better known as ERIC. ERIC is a non-profit membership organization whose mission is to help state and local election officials improve the accuracy of their voter rolls and increase access to voter registration for all eligible citizens. ERIC provides data matching services to member states (and the District of Columbia) in order to improve their ability to identify inaccurate and out-of-date voter registration.

November Election (no primary option) - filing deadline is July 23rd at 4 p.m.

Please note with the passage of **SB 1095**, **all city filing deadlines are now in alignment** with all other 15 week filing deadlines.

Transition to QVF Refresh

February 1, 2019 Deadline for all Cities, Townships, and Counties



All trained users are reminded to begin using QVF Refresh solely as your voter registration system and stop logging into QVF Legacy. The transition to QVF Refresh now is vitally important as this system includes significant security measures necessary in the current election culture and is also the only real time system capable of performing same day voter registration as will be required beginning with the May 2019 election.

There are two exceptions where QVF Legacy will need to continue to be used by jurisdictions having a May 2019 Election. They include: 1) Electronic Pollbook (EPB) and the subsequent Voting History upload (manual updates of Voting History can be done in QVF Refresh) and 2) generating the paper Precinct List for the May 2019 Election. The QVF Development Team is currently developing the QVF Refresh EPB. Our current plan is to pilot it for the May 2019 Election with the anticipation that all future elections will use EPB generated from QVF Refresh.

We are also developing the replica package (for future replica users only) that will also be piloted in the coming months and rolled out later this year. Further details will be communicated to replica users as they are available. In the meantime, continue to keep your replica server plugged in, turned on, and replicating daily.

If you still require training or would like to take the class again before using the software, a variety of QVF Complete classes are already scheduled through February 2019 at various locations. See the full listing of classes available in the [eLearning Center](#) by selecting **Classes** in the Browse by Subject box. Manuals and videos are also always available in eLearning for your reference. For those of you who miss the opportunity to sign up before classes

records, as well as likely eligible, but unregistered citizens.

BOE staff have begun initial discussions with ERIC officials on the process and schedule for the regular exchange of data. As this process begins, we will provide additional updates and any corresponding process changes.

For more information regarding ERIC, including which state are members and what data is collected from member states, please visit this [FAQ page on ERIC's website](#).



New BOE Phone Numbers

The Michigan Department of State is switching to a new telephone service provider. As a result, the phone numbers for the Election Liaison Section Line (line to Election Specialists) and the BOE Fax number are changing.

The [Michigan Bureau of Elections Contact Information page](#) has been updated to reflect the changes.

Please update your speed dials or saved contacts to these new numbers. The old numbers will no longer work in mid-March.

in your region fill, or if we have not scheduled training in your training region, please use the Interest Tracker in the eLearning Center to express your need for a class. We use this feature to plan for and determine the locations and seating needs for future training sessions. For users requiring only QVF Refresh Basic Training, this online class is available in the eLearning Center by completing the [QVF Refresh Introductory Election Administration Curriculum](#).

If you have any questions or concerns regarding your ability to move over to QVF Refresh by the February 1, 2019 deadline, please email the QVF Help Desk at qvfhelpdesk@michigan.gov and we will work with your specific needs to move all users in your jurisdiction to the new system.

**BOE
Question
of the
Week:**



Last week's News Update mentioned posting and notifying BOE of the hours your office will be open the Saturday and Sunday prior to the election. Do we have to be open both days?

Answer: No, you are required to be open at least eight hours that Saturday and/or that Sunday. How you split that up is your decision but it must be decided at least 30 days prior to the election.

Please keep in mind the calendar for May had to be published. The fine details of each step will be provided as soon as practical.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links





Michigan Bureau of Elections News Update

for Election Administrators

January 14, 2019

May Election Calendar

The [May 7, 2019 Election Calendar](#) has been released.

Please note the following date or procedures changes to the typical schedule related to Proposal 3 and legislative changes:



- Close of Registration is now titled Notice of Voter Registration and requires slightly different information.
- A new requirement to post and notify BOE of the hours (8 hours minimum required) your office will be open the Saturday and Sunday prior to the election.
- A new requirement to post and notify BOE of any additional locations and hours your office will be open, if you elect to do so.
- Last day to register in any manner other than in-person with the local clerk is 15 days prior to the election.
- In-person registration with local clerk with proof of residency period is 14 days prior to the election through 8 p.m. on Election Day.
- The last day a voter may obtain an absent voter ballot via First Class mail is now 5 p.m. the Friday prior to Election Day.
- The time frame to obtain an emergency absent voter ballot begins at 5 p.m. the Friday prior to Election Day through 4 p.m. on Election Day.

IN THIS ISSUE

- May Election Calendar
- ISD Meetings
- EAC Survey Reminder
- New BOE Staff Member
- BOE Question of the Week

EAC Survey Reminder



Last week, we released the [2019 EAC Survey](#). This survey must be completed by January 18th! If you have not already done so, please login to the [eLearning Center](#) and complete it today.

New BOE Staff



Member

We are happy to announce that Tyler Hitchcock has joined the Bureau's Data Analytics and Support Unit within the Program

- Election Day registrants may apply and vote an absent voter ballot in person when registering at the clerk's office.
- Board of County Canvassers must meet by 9 a.m. the Thursday after the election to canvass.

All of these changes will be further communicated and highlighted in forthcoming communications, updated manuals, and training. Please continue to reference the [Legislative Summary document](#) prepared by the Bureau of Elections.

If you subscribe to the [digital calendar](#), you will find that calendar has already been updated.

The digital calendar enables the user to view the calendar graphically in a daily, weekly, or monthly format. In addition, it can be linked directly to Outlook or another Google calendar. Full instructions on how to link the calendar to Outlook can be found in the [eLearning Center](#).

County Clerks Required to Accept Filings and Prepare Ballots for Upcoming ISD Meetings Convened to Fill ISD Board Positions

The statutes which govern the conduct of the biennial meetings convened by intermediate school districts to fill their board positions require county clerks to accept the filings submitted for the positions and prepare the ballots needed for the election of the positions. (MCL 380.612 and MCL 380.614) The following article outlines the provisions of law which govern the conduct of the meetings and the various duties which must be performed by Michigan's county clerks.

The duties a county clerk must perform to fill ISD board positions are limited in nature and clearly defined under the law. The duties do not have to be considered or documented by the members of the ISD's "coordinating committee."

Date of meeting: The meeting must be conducted by the ISD on the first Monday in June in every odd-numbered

Development Division. Tyler has worked for the Department of State for several years in a variety of capacities and his experience working with the driver file, databases, and software testing will be invaluable as we strive to improve the quality and accuracy of the data in QVF. Tyler supports the Qualified Voter File by resolving data reconciliation errors and he processes post cards in support of the Out of State Confirmation Notice Program. As we develop our analytics program he will also assist in data collection to help identify trends and improve processes.

BOE Question of the Week:



How do I register someone for a class?

Answer: You can't register someone other than yourself up for a class but you can sign them up for an eLearning Center account of their own so they can register for class. Use the [Account Request form](#) to request a new (or deactivate a current!) account. Use the Account Request button under Helpful Links below.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links

year. This year, the meetings will be conducted on **Monday, June 3, 2019**.

Candidate filing deadline; filing official: A candidate must file a petition or a \$100.00 nonrefundable filing fee and an Affidavit of Identity with the ISD's "election coordinator" no later than **Monday, May 6, 2019**. The ISD's "election coordinator" is the clerk of the county in which the largest number of the district's registered electors reside.

Petition signature requirements: The following petition signature requirements apply if the candidate chooses to file a petition as opposed to the \$100.00 nonrefundable filing fee:

Population of ISD less than 10,000 according to most recent federal census: minimum of 6 signatures; maximum of 20 signatures.

Population of ISD 10,000 or more according to most recent federal census: minimum of 40 signatures; maximum of 100 signatures.

- An "Intermediate School District Nominating Petition" form is available for use by ISD candidates. County clerks are obligated to maintain a supply of the forms and distribute them to interested candidates. The form can be obtained through the commercial suppliers who handle election-related forms. The petition must be circulated on a city/township basis.
- Any registered voter who resides within the intermediate school district can sign the candidate's petition. An ISD candidate is not required to limit the circulation of his or her petition to his or her constituent school district of residence.
- An elector of the ISD may sign as many petitions as there are positions to fill on the ISD board.
- The county clerk serving as the ISD's filing official is responsible for determining the sufficiency of any petitions filed by ISD candidates.

Office term: ISD board members are elected to 6- year terms. The new terms commence on July 1 following the election.

Preparation of ballots for meeting: The county clerk serving as the ISD's filing official is responsible for



preparing the ballots needed for the conduct of the meeting convened by the ISD to fill its board positions.

- The creation of a simple paper ballot which lists the candidates' names in alphabetical order is recommended.
- Several sets of the ballots should be prepared for the conduct of the meeting in the event that those participating in the meeting must vote more than once as referenced under "Voting and canvassing" below.
- The chairperson of the meeting may accept nominations for an available position "from the floor" if no candidates filed for the position. Consequently, in an instance where no candidates file for an available ISD position, the ballot must contain several lines for the hand entry of the candidates who receive nomination at the meeting.

Conduct of meeting: The president and secretary of the ISD are responsible for convening and conducting any meetings held by the ISD to fill its board positions; county clerks are not required to play any role in the conduct of the meetings.

- The meetings are subject to the Open Meetings Act and must be publicly posted as required under the Act. The ISD is responsible for handling the posting requirements.
- The electoral body responsible for electing the ISD board seats which must be filled at the meeting comprises one representative from each constituent school district in the ISD. **The board of each constituent school district is required to designate its meeting representative by resolution during the three-week period which precedes the meeting.** In addition to designating the school district's meeting representative, the resolution must identify the candidate the board supports for each ISD board position which must be filled. The statute which governs the process stipulates that the board "shall consider the resolution at not less than 1 public meeting before adopting the resolution."
- The secretary of the ISD is required to notify the secretary of each constituent school district of the location and time of the meeting **at least 10 days**

before the meeting. The notice must be sent by certified mail.

Candidate eligibility: The statutes which govern the election of ISD board members stipulate that:

- not more than two members of the ISD board “shall be from the same school district unless there are fewer districts than there are positions to be filled”;
- not more than three members of the ISD board may also be serving at the same time as a member of the board of a constituent district or board of directors of a public school academy.

Ensuring compliance with the above stipulations is the responsibility of the ISD board and the ISD officials handling the election of the ISD board members.

Voting and canvassing: The president and secretary of the ISD are responsible for supervising the voting process. The votes are canvassed at the meeting. The statutes which govern the voting process stipulate that each constituent district representative entitled to vote at the meeting is required to vote for the candidate supported for each position by the constituent board he or she represents “at least on the first ballot taken by the electoral body.”

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.



Questions?
[Contact Us](#)



Michigan Bureau of Elections

News Update

for Election Administrators

January 7, 2019



Message from Secretary Benson

Dear Colleagues,

Happy New Year! As we begin 2019, we are at an important moment in our democracy.

It has been nearly a week since I was sworn-in as Michigan's 43rd Secretary of State, and it's an honor to have the opportunity to work with you toward our common goals of ensuring Michigan's elections are accessible and secure.

Upon taking the oath of office, my [remarks](#) reflected on how my career began, in Alabama investigating hate groups and hate crimes throughout the country. It was there, standing at the foot of the Edmund Pettus bridge in Selma some 15 years ago, that I was instilled with a deep commitment to continue the work of those leaders, who in 1965, sacrificed everything to protect the sacred right to vote.

That commitment led me to begin working in election law and administration, building a career as an election law attorney and voting rights policy advocate. I've spent the last decade working with secretaries of states and election administrators throughout our country to ensure our democracy lives up to the constitutional promise of one person, one vote.

That experience and commitment will be valuable as we work together to implement the many changes outlined in Proposals 2 and 3 that voters approved last November.

Moving forward, teamwork will be essential. Here at the Department of State, Elections Director Sally Williams and the team in the Bureau of Elections have been extremely helpful. Just as I am getting to know them, I am eager to get to know all of you better, too.

IN THIS ISSUE

- Message from Secretary Benson
- EAC Survey
- Legislative Update
- News Update Moves to Monday
- November 2018 Election Materials Released
- New Accreditation Class
- BOE Question of the Week

News



Update Moves to Monday!

Beginning with today's first News Update of 2019, delivery will now be scheduled for Monday. Happy New Year! We hope you enjoyed some time off and are ready to tackle the changes of 2019.

November 2018 Election Materials Released



On December 28th, the

Being your ally and teammate, you can expect to hear from me on a regular basis, but know that good communication is a two-way street so the door is always open. If there is something you want to share or discuss, feel free to reach out at any time to my personal email BensonJ4@michigan.gov or cell phone (517) 331-0984.

In closing, please join me in welcoming the New Year. Let's make it a great one, doing great things for Michigan voters and our democracy.

Until next time,



EAC Survey

Every two years the federal Election Assistance Commission (EAC) releases a survey to states to collect data on the implementation of the National Voter Registration Act (NVRA), the Military and Overseas Voter Empowerment (MOVE) Act, and other election related items. Over the years, the Bureau of Elections has had to ask clerks to track and submit a significant amount of this data on their own. We have gradually added the ability to track this information in to the Qualified Voter File (QVF) and QVF Refresh now captures all but a very small amount of the information.

This year, clerks are only required to submit the following information:

- What was the total number of poll workers employed at the November General election?
- What was the age breakdown of poll workers employed at the November General election?



November 2018 election materials were released for final retention. Review the [Voting Equipment memo](#) that was issued to County Clerks in November for full details. The memo contains several important details related to the release of voting equipment and other 2018 election materials.

Also review the [Retention Schedule of Election Documents](#) to ensure materials are being properly retained. Remember, federal election ballots must be retained under seal in a ballot bag or an approved ballot container for 22 months.



New

Election Officials' Accreditation Class

A new session of [Election Officials' Accreditation](#) for new clerks has been scheduled for February 13 & 14. This in-person class is one part of the [Initial Accreditation Curriculum](#) found in the Elections eLearning Center.

The class will be held from 10-4:30 on February 13th and 9-1 on February 14th at Delta Township Hall; near Lansing MI.

All new clerks are required to attend the in-person class as part of the initial curriculum. Other new election officials are also welcome. This class is only for people who have not attended the in-person accreditation previously.

Please login and complete this short [2019 EAC Survey](#) in the [eLearning Center](#) by January 18th.

This is just one of the many reasons it is important to enter voter data in QVF timely and accurately. It saves you from having to provide this data to us each time it is needed for a report.

Legislative Update

As you may know, many bills were passed by the Legislature and signed by the Governor at the end of the last term. Please review the [Legislative Summary](#) of the newly-enacted legislation affecting the administration of elections in Michigan and your clerk-related duties. We will be providing more detailed information, including training, updated forms and procedural documents, regarding Proposal 3 and the legislative changes over the coming months. When referencing a BOE manual or instructional document, please remember the last edit date is provided in the upper right hand corner. If that date is prior to January 2019, be sure to reference the [Legislative Summary](#) as necessary. When changes to materials are complete, the update will be announced accordingly in a News Update..



NOTE: Links to each bill are provided with the original bill number in the [Legislative Summary](#) document. To see the changes within each bill, be sure to use the link to the last "concurred" bill in the "Bill Documents" section.

Registration is required via the [eLearning Center](#).

BOE
Question
of the
Week:



*With the
passage of Proposal 3,
can we send AV
Applications to every
registered voter before
every election?*

Answer: No. In 2007 the Court of Appeals held in [Taylor v. Currie](#) that AV Applications may not be mailed to voters by the clerk unsolicited. Proposal 3 does not invalidate this ruling. However, clerks are not prohibited from telling voters about the option to vote AV or informing voters of the option to be placed on the permanent AV list if you maintain one.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links





Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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